

## Parent-Teacher Contract for 2017-2018

Marla P Ripps Chemistry and Physics Teacher AACE, Inc. I am excited to be working with you and your child this year. Please review and **initial** the following. Let me know of any questions you may have regarding my policies. This must be returned to me initialed and signed by the first day of class.

\_\_\_\_ 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 child is having difficulty, it is their responsibility to contact me by email to ask questions. Many times the questions your child has are very similar to others in the class. I am available by appointment only during 1<sup>st</sup> period (and maybe 3<sup>rd</sup> period) for occasional tutoring. If tutoring is required on a weekly basis, there will be a \$35/hour/week charge for tutoring.

\_\_\_\_ Homework is the responsibility of the student. Parents will not be notified of missing work unless it becomes a chronic problem. Homework is due online by midnight on Wednesday before the next Friday School class day, unless otherwise stated differently by me. I will email each student and parent the website address and their user name and password.

\_\_\_\_ 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 role and turning it in each week to the admin staff of Friday School.

\_\_\_\_ A student's failure to complete assigned work, failing grades, or lack of class participation may result in termination of our contract.

\_\_\_\_ Due to our limited classroom time, missed classes impact your student significantly. When your child must miss class, it is your responsibility to notify me in advance by email (at least one week in advance for planned absences and the morning of class at the latest for unplanned absences, when possible). The missed assignments can be found on the website. 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. To meet my family obligations, **I must be paid on the first Friday of each month, beginning in August and ending in April**. A \$10 per week, per student late fee will be assessed, unless prior arrangements have been discussed.

\_\_\_\_ 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. All class supply fees must be paid at registration and will not be refunded. 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.

\_\_\_\_ Should I become ill, have a planned engagement or an emergency, I will provide instruction with an Emergency Lesson Plan or by way of a substitute teacher. If I have to cancel class, I will notify you by email no later than the Thursday prior to class. Cancelled classes will be not be refunded, as the material will be covered in a future session. There are 3 Police Training days that we have no physical classes at Friday School. However, there will be lessons, tests, assignments that will be assigned and due the following week.

\_\_\_\_ Grade 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 [msrippsclasses@gmail.com](mailto:msrippsclasses@gmail.com) anytime you have questions or need to notify me of a student's absence. **This is the best way to reach me. This is also the best way for students to contact me for questions on the homework** I am not available at all on Thursdays, which is why all homework is due on Wednesday at midnight.