

Parent-Teacher Contract for 2020-2021
Mr. Ray Ranzau, Math Instructor for ACE, Inc.

I am excited to be working with you and your student(s) this year. 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 ACE, Inc. prior to enrolling in my class.

Student # _____

_____ Should the need arise, you may arrange for tutoring sessions for an additional fee. These tutoring sessions are in addition to your home schooling, not a substitute for parent-led instruction.

_____ To save you money, there will be no expensive textbooks to purchase. Instead, we will be using free on-line resources, primarily openstax.org/subjects/math, and mathisfun.com. Other free on-line resources will be utilized as required.

_____ It is your responsibility as the home school parent to oversee your child's education and to ensure that the homework assignments are completed prior to class on Friday. If your student is having difficulty, it is your responsibility to contact me by email at judethaddeus73@gmail.com to ask questions.

_____ On the first Friday of this course, the student will receive a handout that explains what materials need to be purchased for this class, along with what is expected of the student during class. These items must be brought to class every Friday. Additionally, an explanation of the grading structure will be presented and explained. Important parent responsibilities include:

- (1) Seeing to it that the student utilizes effective and focused time management at home, so as to make sure that the complete homework assignment is completed prior to the next Friday class.
- (2) Offering encouragement to the student and ensuring the use of the assigned on-line resources to assist with the homework.
- (3) Monitoring and inspecting the student's composition book, making sure that it is orderly and readable with the notes taken in class. Proper note taking in class will go a long way in helping the student in his math comprehension and in completing the homework assignments.
- (4) Instructing your student about the absolute necessity of paying attention to my lecture during class time, and asking questions if the need arises. Cutting up, talking, and not paying attention while I am instructing may result in a parent-teacher conference to resolve these issues.
- (5) Contacting me by email during the week if there are any questions or difficulties.

_____ Tardiness will not be tolerated. 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. Please call the school as soon as possible should your student be late or absent.

_____ 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 returned. This is due to the fact that 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, in order 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 by email (at least one week in advance for planned absences, and prior to the start of each Friday class for unplanned absences). Missed classroom assignments will primarily consist of lecture notes and assigned homework that the class will be entering into the composition book for a grade.

_____ Taking notes in class in the composition book during the lecture is mandatory. Some time will be given at the end of each class for the students to start on their homework. This will allow the student to ask me questions if there any difficulties.

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

_____ Each teacher at AACE is paid privately. The individual agreement for tutoring is between you and me. Payment is due by check or money order, and is due on the first Friday of each month. Payment for the entire semester may also be made upon enrollment.

_____ If a monthly payment is not sent in person or recieved by mail on the first Friday of the month, a \$10 per week, per student late fee will be assessed, unless prior arrangements have been discussed. The first tuition payment must be made along with a teacher's supply fee. Under no circumstances can tuition or supply fees be refunded.

_____ Tuition payments are to be made one month in advance, beginning when you register in August, and made monthly (due on the first Friday of each month) 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. A one-time fee for teacher expenses is due on the first Friday of classes, as well.

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

_____ Interim grades will be emailed to parents at the end of each month. 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 judethaddeus73@gmail.com anytime you have questions, need tutoring, or to notify me of a student's absence.