

Home2Teach

Parent and Student Information and Responsibilities

You have enrolled and paid for one 6-week class that will challenge your student to develop stronger writing. While students are required to do all of their own writing and assignments **without help or edits from parents**, we do encourage parents to take an active role in insuring students read and understand the lessons and follow their daily schedule.

Table of Contents

Typing the assignments	2
Parent involvement to prepare for each lesson.....	2
Requirements for student progression	3
Tracking progress.....	4
Late Work Policy	5
Technology Disclaimer	6

Typing the assignments

- If younger students in the Fundamentals 1 and 2 classes are not yet proficient at typing, the parent may type the student's work, as long as it is exactly as the student has handwritten – ERRORS AND ALL. Parents will not provide any corrections.
- However, your student should be encouraged to practice typing each day, in order to become a proficient typist as required for the higher classes (Descriptive and higher).

The following guidelines will ensure your student knows the expectations and will help you continue your active role as a home school parent.

Parent involvement to prepare for each lesson.

The student **MUST** read the entire lesson at least a full day before class begins (not just a few minutes before the class meeting). This is not a simple scan of the lesson, however. In order for the student to be prepared for class, please (older students should be able to do this on their own, but insure he/she is completing these steps):

1. Have your student read the lesson aloud to you. Pause after each concept and ask the student to explain in his or her own words what he has read and understood.
2. If your student is not grasping what the concept he has read is saying, have him read it again, and work with him to understand it better.
3. Highlight anything that is confusing, so that the student can ask questions about it in class.
4. Fundamentals 1 & 2 students: Feel free to discuss the vocabulary and context of the words with your student. Once he or she understands the context, it is important that he or she come up with a sentence on his or her own using the word correctly.

Requirements for student progression

The information and concepts in the lessons are extensive, and not all students can achieve mastery of the concepts in one 6-week session. During week 5 of the session, the instructor will send the recommendation and registration information for the next class. Many students need to continue in the same class the next session. However, instructors of students who are continuing in the same class will have higher expectations so that the student can continue to be challenged, but will still work to achieve mastery of the concepts. It is critical that when a teacher gives the recommendation to continue the same class, you and your student understand that he or she has not “failed” the class. He simply has not yet mastered all of the concepts or is not yet writing at a level required for the next class.

Edits and revisions are provided by the instructors on the assignments, and the students must complete these edits and revisions. Since all students are at different levels, instructors will often have different expectations for different students, and may focus on different things as she sees where the student’s strengths and weaknesses lie. Continuation in the class for another session will then help the student continue to focus on the other concepts taught in that class.

Our instructors have strong experience and knowledge of the expectations for each class, and will not progress a student to a higher level class if he is not demonstrating mastery. Students must SHOW mastery through their writing assignments. Other criteria for moving to the next level of class include:

1. Staying on schedule (students receive a daily schedule at the beginning of class)
2. Following instructions and all requirements as shown in the lessons.
3. Reviewing and using the transcripts from online meetings to SUPPLEMENT the lesson.
4. Applying edits and revisions that the instructor provides (in addition to self-editing).
5. Progression in maturity of writing to the level expected for the particular class.
6. Completing all assignments for the class.
7. Appropriate communication with the instructor via e-mail and in class.

Tracking progress

You will have several ways of checking that your student is completing assignments.

1. The instructor will respond to **every** assignment the student sends. You will be copied on every e-mail the instructor sends to your student (if he/she has a different e-mail). If you are not receiving e-mails sent to your student, please contact the instructor right away to insure she has the correct e-mail address for you.
 - a. If your student does **not** receive a response to an e-mail and assignment he sends, it is his responsibility to contact the instructor, since the instructor has no way of knowing the students sent something if she does not receive anything. **DO NOT WAIT** longer than a day to contact the instructor if she has not responded to an assignment that has been sent.

2. When a student completes an assignment and all edits, he will receive an e-mail with the **assignment** number and DONE in the subject line.

Example: Subject: John 1A done.

3. When a student completes all assignments for the lesson, he will receive an e-mail with the **Lesson number** and DONE in the subject line:

Example: Subject: John Lesson 1 done.

If you do not see these “done” e-mails, make sure you follow up with your student and the instructor.

4. The instructor will send out a weekly **Honors Club** e-mail. This e-mail will include the names of all students who completed the lesson by the final due date of the week (the day before the next online meeting). If your student’s name is not on the list for that week, and you think it should be, check in with the instructor to find out why. Students who make the weekly honors club for at least five out of six weeks will receive an Honors Club certificate at the end of the session, along with the Certificate of Completion.
5. Instructors will usually send **reminders** if a student is not up to date with assignments; however, the other checkpoints above are the way for you to follow progress.

Late Work Policy

1. A **Daily Schedule** is provided for all classes. Students should follow this schedule as closely as possible in order to stay up to date with assignments and edits.
2. Students cannot bunch up assignments and send all at once (unless assignment specifies), since each part of each lesson builds on the next. **At no time can students continue to the next assignment or lesson if he has not received a DONE note for the current assignment or lesson.**
3. While late work is not considered acceptable at any time, **if a student becomes two weeks behind in work, he or she may not be able to continue in the class. No refunds for this will be offered, as the student has already taken the spot in the class.**
Please help your student follow the Daily Schedule in order to remain up to date with all assignments.
4. Since the class session is 6 weeks, we do not make allowances for any student vacations. Although students may miss an online *meeting* (we do send out a transcript of every meeting to all students after the class each week), if you have a vacation planned for a full week, you will be unable to take that session, since all work must be turned in on time each week. **If an extended serious illness or emergency arises, please contact the instructor right away to determine the best course of action.**

Technology Disclaimer

We do everything in our power to fulfill our obligations on time; however, this is a technology based class, and we are all subject to unexpected and unanticipated problems with internet connections. If this occurs on the end of the instructor, she will contact you as soon as the problem has been resolved. If it occurs on your end, please contact your instructor as soon as possible once it has been resolved. Although students cannot become behind, and we do not continue beyond the scheduled end of the session, we will work with students to create a make-up schedule if the delay is a week or less.