



# Expectations & Policies

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info@LiftoffLearning.net | 713-396-2557 | www.LiftoffLearning.net

## **STUDENT EXPECTATIONS**

**Preparation:** Come to classes or tutoring on time and prepared with books, supplies, and homework. Dress respectfully. Do not bring or display inappropriate items.

**Time Management:** Plan ahead. Spread your work wisely over the week; do not leave it to the last minute. Submit work by the due date. If extenuating circumstances arise, communicate with me BEFORE the due date for any schedule adjustments.

**Homework Quality:** "If a job is worth doing, it is worth doing well." Take pride in your work.

**Behavior:** Treat others with respect and follow the online behavior guidelines provided at the beginning of a class. Respect the property of others. Be thoughtful in your word choice.

**Communication:** Participate during class - set a personal goal to speak up at least twice each class! Also, set a personal goal to stop by online office hours at least once per semester! For online students, have your video AND audio on and focused on your face during class. Make sure you attend class online from a quiet location.

**Electronic Tools:** Use all class electronic tools respectfully and within guidelines. Ask for help when needed.

**Cell Phones:** No cell phone use during class, unless a class activity needs it. Turn it off and put it away.

**Cheating:** If you cheat, it hurts you the most both in your academic growth and your struggling conscience. Just don't do it. It will catch up with you, and it's not worth it. Severe consequences will result.

## **PARENT EXPECTATIONS**

**Homework Oversight:** Help your child manage time and assignments. Reduce your oversight as the year progresses and (IF!) your student grows more independent. With help from your child, activate your Canvas "observer" account, adjust notifications as desired, read class announcements, and check your student's grades periodically.

**Communication:** Please let me know of issues affecting your child's academics.

**Proctoring Quizzes/Tests or Checking Notebook:** Proctor a quiz/test and/or check class notebook as needed.

**Sick Student:** Please notify me before class if your child will be missing class or tutoring due to illness.

**Tutoring Cancellation:** If a schedule conflict occurs, please cancel tutoring at least 24 hours before the session. Repeat late tutoring cancellations will incur a cost penalty.

## **OTHER POLICIES**

**Office Hours:** Use the Zoom online weekly office hours for both academic and non-academic questions. If additional academic help is needed beyond office hours, see the tutoring page.

**In-person:** Spots are limited and require additional signed liability release forms. If our mascots (2 golden retrievers) trigger allergies, students may convert to online only.

**3-Person Rule:** Students are not allowed in the in-person class location unless at least 3 people (the teacher & two others) are present. Further in-person guidelines and parking directions are listed in the in-person waiver form.

**Removal:** Repeated actions that violate behavior expectations could be grounds for removal from the course.

**Recordings & Class Handouts:** Students may only use the class recordings and Liftoff Learning provided materials for their own personal academic use. All course materials are copyrighted. No forwarding to others is allowed.

