

CHRYSLIS WEB HANDBOOK

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OFFICE PROCEDURES

It is our desire to make our program work for every one of our families. Our teachers and staff are sensitive and respond to requests. If parents have a question or concern regarding their student's progress, they should contact the teacher through the office or directly through e-mail. Other problems or concerns can be addressed by the administrative staff.

OFFICE HOURS

8 a.m. - 4:30 p.m. Monday through Friday. Voice mail will record your message during other hours (425-481-2228). Or you can e-mail us at office@chrysalis-school.com.

TUITION & BILLING

Tuition is based on the number of individual appointments and group classes a student requests. Some subjects have a minimum required number of appointments. For example, algebra has a minimum of 2 appointments a week. Students with math difficulties may want to consider a third appointment if they are not able to keep up. These recommendations will be made by the admissions team.

Most students have time between appointments and classes to visit with friends and teachers or to work on assignments and have lunch. This time requires supervision by highly trained staff. This time outside of appointments or classes, as well as the time for teachers to plan for your student, communicate with you, and meet with your child's team members is also included in the tuition amount.

Tuition is based on a yearly fee and divided into monthly payments. Parents may also pay the year in advance for a 3% reduction. Tuition is not based on the number of days a student is in attendance or the number of subjects a student is taking. It is based on the number of appointments and group classes assigned. A minimum of three months enrollment and tuition payment is required.

Payment is due on the first of the month. If tuition is received after the 5th of the month, a \$50 late fee will be assessed. Parents need to call to make arrangements if payment needs to be made on different day of the month. There is a tuition drop box at the front desk or payments can be mailed to:

Chrysalis School
14241 NE Woodinville-Duvall Rd., #243
Woodinville, WA 98072

If tuition is 30 days overdue a student will be placed on financial suspension and will not be able to attend until fees are made current. If special payment arrangements need to be made, parents should let the school know. We can work around individual needs, but we need to know in advance.

The entire cost to run the school is paid by tuition. There are no scholarships available. Chrysalis School is a for-profit corporation.

TESTING

Every appointment a student has involves an assessment. We do occasionally have students take more formal quizzes and tests. Our goal is to help them improve their test-taking skills for college as well as demonstrate mastery/understanding of a subject.

We are aware of and have access to the State's Essential Learning Requirements. We do not teach directly to the state tests. Our students are not required to take any state tests or standardized tests. We do work with students, overtime, on SAT related skills, to prepare them for SAT tests.

BOOKS & MATERIALS

We use a variety of resources for our curriculum, including textbooks, workbooks, multimedia, and the community. Each student's program is individualized. Workbooks, textbook use and photocopied assignments are included in the tuition.

WITHDRAWAL

If a student is withdrawing, the office needs 30 days notice by the parent. Otherwise, another month's tuition will be due. This time is needed in order for the student to complete their courses and to give us time to complete reports and prepare a transcript. Students need to pay for any lost or damaged materials. All books must be returned (or paid for if lost) and tuition paid before any records are released. If a student withdraws owing tuition, a minimum payment of \$100 per month will be required to avoid collections procedures. A finance charge of 1.5% per month will be applied on the unpaid balance.

ENROLLMENT

Chrysalis School is under no obligation to continue a student's enrollment. Chrysalis School may terminate a student's enrollment at any time and for any reason in its sole and absolute discretion.

RECORDS

The school maintains all records *forwarded* to us, as well as grade reports and transcripts, until we are requested to send them to another school. Transcripts forwarded to us from other schools will be considered correct unless we are notified of errors within 30 days of receipt of the original transcript. Immunization records will be released upon request.

Chrysalis School maintains any records deemed necessary for five years in case of questions regarding the granting of credits. These records are school property and are not part of the student's permanent file. Transcripts are kept indefinitely.

SNOW CLOSURE & EMERGENCY PROCEDURES

Please listen for a school announcement on KIRO, 710 AM radio. Outlying areas may get snow when we don't, so call and check. If the downtown Woodinville area is accessible, school will be open. Often snow is only a problem in the morning. If the weather clears, we will try to open in the afternoon. You may also call the school at 425-481-2228 if you have a question about closure. A message will be on the machine describing local conditions and our action plan. If we are closed due to snow or other weather conditions, we do not make up the missed appointments.

We have emergency preparedness plans. If an earthquake or other unplanned event occurs, students will remain at school with staff until parents can pick them up.

On a normal school day, if parents are unable to pick up their student by school closing (4 p.m. South Campus & 4:30 p.m. North Campus), please call as soon as possible so we know the approximate time you will arrive. We don't leave students alone after closing.

ONLINE NEWSLETTER

Important dates and event details are posted on our website calendar: www.chrysalis-school.com. "Like" us on Facebook for the most current information.

ATTENDANCE

Chrysalis students have a lot of time to explore their interests outside of school. It requires a mature sense of responsibility to be successful at Chrysalis. Students must attend appointments, complete assignments to the best of their ability, and accept the consequences for not making safe/responsible choices or decisions.

It is very important for students to attend appointments. If students miss an appointment, they are missing significant instruction for that subject. Parents will be contacted when a student misses. **We do not schedule makeup appointments**, but students can have teachers call them during regular appointment times to discuss assignments, or assignments can be e-mailed or faxed to the student.

If students miss two or more appointments in a month or develop a history of poor attendance that affects their progress, we will review a variety of intervention options.

Students are not penalized for taking family vacations or trips. Teachers will plan assignments accordingly. However students in group classes must attend regularly, and since vacations do interrupt their progress, grades may be affected. Tuition is still due for the time students are absent.

SOUTH CAMPUS RULES

Student Responsibilities: We do everything possible to provide a safe, secure, and comfortable learning environment. There are any number of things that can present a safety hazard or be distracting. The following rules and procedures have been developed to address them. There are immediate consequences for violations of safety or security procedures. These consequences may include, but are not limited to, suspension or termination of enrollment.

1. **Students may not bring friends to school.** We have a strict policy concerning no guests or unsupervised visitors at the school. We want our students to feel free to use the whole building as their classroom. If friends are interested in the school, they need to make an appointment and come with their parents. We are responsible for every person in our building and cannot be responsible for those who do not attend here.
2. **We reserve the right to search students** and their belongings and seize any items we feel present any danger or violate school rules.
3. **Students must wait inside the school for rides.** When a student is picked up, please notify a staff member that you are leaving. For safety reasons, we need to know the person who is picking up your student. If there is a change in the student's ride, please let the school know and make sure their name is listed on the emergency form.
4. **Students must comply immediately with a direct request from an adult regarding staying in the building or leaving the premises.** There may be an emergency that students are unaware of or students may be engaging in unsafe behavior.
5. **Harassment or teasing** of another student or staff member is unacceptable. Students cannot say, write, or do things that would be offensive or cause harm to another person or to school property. Examples include exclusion, unwanted attention, and unwanted touching or contact such as pushing and shoving. Swearing, sexual language, and comments or teasing regarding religious affiliation, sexual orientation, race, physical features, or disabilities are prohibited.
6. **It is not acceptable for students to fight, argue, raise their voices, or talk back to any staff member or student.** Any other behavior that makes others feel unsafe or uncomfortable will not be tolerated, including roughhousing. The staff is interested in this being the best possible experience for students and will listen to concerns and questions, but communication is always done in a respectful way.
7. **We ask that parents call us if their student is not going to be at school.** If you know you are going to be out of town, please notify your teacher in advance, if possible.
8. **We have a dress code and expect students to comply. Students must wear shoes.** Students are asked not to wear clothing that is offensive or distracting to teachers or other students. *Also, please do not wear strong perfumes or aftershave.* Several of the teachers have allergies to fragrances.
9. What is unacceptable:
 - Clothing with rips, holes, or tears in the fabric.
 - Clothing with drug, alcohol, or tobacco references, obscenities, or sexual innuendo.
 - Halter tops, crop tops, and some tank tops are unacceptable, including low-cut tops.

- Oversized clothes that drag on the floor, including overly baggy pants.
 - Hats that are distracting or that are worn too low to see the student's face.
 - Clothes must extend to the belt line and not expose torso or underwear.
 - Excessive facial piercing or body alterations that are distracting.
 - Skirts or shorts that are less than 5 inches from the top of the knee
 - Pajamas
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10. **For safety reasons, students may never open the security door for a visitor.** If a student notices a visitor at the door, they must notify a teacher or staff member to let them in the building. The only exception is if they know the person visiting. Students must never leave their visitor unattended.
 11. **Students must always be under the supervision of an adult when outside on the playground.** While on the playground, students need to comply with the teacher or staff member outside. Students may not climb the fences, climb gates, or enter and exit through the gates outside.
 12. **Students may bring hand-held video game systems and MP3 Players/I-Pods to school.** These games and music may only be played during the designated free time, before school, after school, and during lunch. Students may not bring in games for the computer or Playstation.
 13. **Students may not trade cards on site for any reason whatsoever.** Students are allowed to bring in their Yugio cards, Magic cards, and any other trading cards to play with at school during the designated free time, as long as they are not trading cards.
 14. **Students may not be in a room unless an adult is present.** Proper supervision is very important for the safety of our students, so we need everyone to comply. Students may not enter a room if the light is off because this indicates the room is closed.
 15. **No weapons, no smoking, no illegal substances.** In compliance with Washington State laws, knives, guns, and other weapons, whether real or a toy, are not allowed on campus. We expect that our students will not smoke or use other substances illegal for minors, including alcohol, on or off school premises. Consequences will be individually determined and may include, without limitation, suspension or termination of enrollment. We reserve the right to administer random urine analysis tests if we suspect a student is using drugs.
 16. **Personal electronic devices (PED)** are cell phones, games, laptops, mp3 players, etc., that are allowed at school. Misuse according to school policy may result in warnings, confiscation, and/or loss of use.

NORTH CAMPUS RULES

Student Responsibilities: We do everything possible to provide a safe, secure, and comfortable learning environment. There are any number of things that can present a safety hazard or be distracting. The following rules and procedures have been developed to address them. There are immediate consequences for violations of safety or security procedures. These consequences may include, but not be limited to, suspension or termination of enrollment.

1. **Students may not bring friends to school.** We have a strict policy concerning no guests or unsupervised visitors at the school. We want our students to feel free to use the whole building as their classroom. If friends are interested in the school, they need to make an appointment and come with their parents. We are responsible for every person in our building and cannot be responsible for those who do not attend here. If friends provide rides, they should leave and return when the Chrysalis student is finished.
2. **We reserve the right to search students** and their belongings and seize any items we feel present any danger or violate school rules.
3. **We have a NO SMOKING policy.** Tobacco is an illegal substance for minors and shall not be used by students. Students will be suspended for violation of this policy. Students may not bring any tobacco products, matches, lighters, etc., into school. Being 18 does not exempt students from this rule. Friends who provide transportation also must adhere to this policy while in our parking lot.
4. **Students must wait inside the school for rides.** Students cannot stroll around, skateboard, etc. Students *may not* assemble in the parking lot for any reason. We are in a business park, and safety is a major concern for everyone.
5. **Students must comply immediately with a direct request from an adult regarding staying in the building or leaving the premises.** There may be an emergency that students are unaware of or students may be engaging in unsafe behavior.
6. **Students must enter and exit through the front door only** and must sign in and out. We must know where students are at all times. Students may only leave the campus once during the day.
7. **Leaving the campus:** Students who drive may leave for lunch. Students should check with their parents for permission to take passengers.
8. **Students should use extra caution when entering or leaving the parking lot** because there is frequent foot traffic coming to and from school and the café. Showing off with screeching tires is unacceptable.
9. **Students should lower the volume on radios *before* entering the parking lot.** There are not only other businesses here, but teachers meeting with students. Loud radios are very distracting even though they may not sound loud in the cars.
10. **No weapons.** The state of Washington has enacted a law prohibiting anyone from carrying a knife, gun, or other weapon into a school, whether real or a toy. We are required to report any such incidents to the King County police.
11. **Harassment or teasing** of another student or staff member is unacceptable. Students cannot say, write, or do things that would be offensive or cause harm to another person or to school

property. Examples include exclusion, unwanted attention, and unwanted touching or contact such as pushing and shoving. Swearing, sexual language, and comments or teasing regarding religious affiliation, sexual orientation, race, physical features, or disabilities are prohibited.

12. **It is not acceptable for students to fight, argue, raise their voices, or talk back to any staff member or student.** Any other behavior that makes others feel unsafe or uncomfortable will not be tolerated. The staff is interested in this being the best possible experience for students and will listen to concerns and questions, but communication must always be done in a respectful way.
13. **Students must call to cancel appointments if they are not coming.** Teachers will be waiting. If students do not call, we don't know if something happened to them on the way. Teachers are required to contact parents if students miss class.
14. **Substance abuse policy.** We expect that our students will not smoke or use other substances illegal for minors, including alcohol. Consequences will be individually determined and may include, without limitation, suspension or termination of enrollment. We reserve the right to administer random urine analysis tests if we suspect a student is using illegal drugs.
15. **Personal electronic devices (PED)** are cell phones, games, laptops, mp3 players, etc., that are allowed at school. Misuse according to school policy may result in warnings, confiscation, and/or loss of use.
17. **We have a dress code and expect students to comply.** Students are asked not to wear clothing that is offensive or distracting to teachers or other students. Students must wear shoes. We expect students to model workplace behavior here. *Also, please do not wear perfumes or aftershave.* Several of the teachers have allergies to fragrances, which can become quite strong in a small room.

What is unacceptable:

- Clothing with rips, holes, or tears in the fabric.
- Clothing with drug, alcohol, or tobacco references, obscenities, or sexual innuendo.
- Halter tops, crop tops, and some tank tops are unacceptable, including low-cut tops.
- Oversized clothes that drag on the floor, including overly baggy pants.
- Hats that are distracting or that are worn too low to see the student's face.
- Clothes must extend to the belt line and not expose torso or underwear.
- Excessive facial piercing or body alterations that are distracting.
- Skirts or shorts that are less than 5 inches from the top of the knee
- Pajamas

We recognize that there are several levels of language, wardrobe, and behavior evident and acceptable in society. Where students are and with whom determine which levels are appropriate. For example, with close friends a student may use language that would not be used with parents or younger siblings. Students dress differently for a concert, a day at the beach, or a wedding. **One way we expect our students to prepare for the work environment is by dressing and behaving in ways that are acceptable in the workplace.**

What Will Happen: Our belief is that students want to do what the adults in charge have asked them to do. If they don't, it's because they don't understand why or what the adults want. We discuss the school's rules with both parents and students at the interview and with students again at the orientation in hopes that they will understand why we have the rules we do and why it is important to observe them. They must agree to follow them.

We may elect to use the following steps to address behavior issues; however, depending on our assessment of the relevant circumstances, we reserve the right at any time to omit some or all of these steps and to take any other action up to and including immediate suspension or termination of enrollment:

1. If a student is not exhibiting appropriate behavior, any staff member who observes the behavior will first have a talk with them, reminding them of the rules and why the behavior is not allowed here.
2. If this is not effective and behavior issues continue, the student's consulting teacher will be notified and the parent will receive a call. At this point, we want the parent to discuss this behavior with the student and provide consequences at home.
2. The next time there is a behavior issue, the parents and student will be asked to come in to meet with a staff member. At that time, a behavior contract will be developed. This contract will detail the behaviors that are the concern, and a plan will be developed for prevention and future consequences if the behavior issues surface again. Some offenses may require more immediate and direct intervention.
4. Any further behavior issues will have school-related consequences that include restricting the student's schedule and may even include requiring the parent to attend with the student. Sometimes changing a student's schedule is done earlier in the process when it is determined to be necessary by the staff.

GRADING & CREDITS

In our group classes, grading is done a traditional way. Everyone in the class has the same criteria to meet and a syllabus is available. When subjects are not completed in a group, comparison to others is not an accurate evaluation. *If everyone can succeed, then they have to be measured against a different, more personal standard of improvement over time.* Our high school grading system has been designed to better evaluate an individual's progress. Teachers use a variety of formats for assessing students because they recognize that some traditional measures may not accurately reflect what a student really knows about the content. Thus, performance-based measures, rubrics, interviews, portfolios, and other alternatives to traditional measures that do not focus on right or wrong answers are frequently used.

Modifications on a report indicate significant support to complete the subject.

Students work at their own ability level.

- “Basic” in the title indicates that the student is using adjusted content or materials for this course.
- “Honors” in the title indicates that the student is using advanced content or materials for this course.

Students work at their own pace.

Students earn .50 credit in a course taken the whole semester. Other increments may be granted when:

- Students transfer in the middle of the semester.
- Students have only taken the course for ½ of the semester.
- Students are working slowly through the material to achieve mastery.
- Students are not completing home assignments so they are not making average progress through the course.

Students should earn 2-4 credits per semester. If students earn below 2 credits, it will lengthen the amount of time it takes to graduate. It is highly unusual for students to earn more than 4 credits in a semester.

Letter grades indicate the quality and effort students demonstrate in a course.

- A – indicates consistent quality work and excellent effort.
- B – indicates good work and good effort.
- C – indicates inconsistent work and lack of effort.
- P – indicates basic requirements for the course were met or indicates we provided general supervision only (PE, work experience, etc.).

Students must have the equivalent of a “C” grade to receive credit. Courses can be taken for a grade or pass/fail. Students who do not regularly complete assignments outside of class will receive a pass grade rather than a letter grade.

Requirements for Graduation:

- 3 years of English
- 3 years of math
- 2 years of science
- 2.5 years of social studies
- Electives for a total of 20 credits
- 2 years of PE
- ½ year of careers
- ½ year of computer
- 1 year of fine arts

Honors Diploma: Chrysalis offers an honors diploma for students who complete:

- 4 years of English
- Math through Algebra II
- 2 years of science including physics or chemistry
- 3 years of social studies
- 2 years of the same foreign language

Requirements for the Chrysalis High School Honors Diploma may exceed the entrance requirements for the college a student chooses, but the list is a good guide.

Transcripts: Chrysalis grades and credit are based on a semester system. Progress reports are provided in November and April. Semester report cards are issued in January and June.

Students receive a preliminary grade report at the end of the semester from the consulting teacher, which will include teacher comments. The grades and credits are then entered into the computer. An official computer copy showing all of the courses the student has completed to date at Chrysalis is mailed on request.

We expect our records to be correct. If you detect an error, please have the student bring the report to the consulting teacher. Teachers are more familiar with student files and will turn changes in to the office. If we do not hear from the student within 30 days, we will consider the report correct.

Transcripts will be released when all fees are paid and books returned. Please allow time to process a transcript request. Transcripts for current students are free. Alumni need to pay \$5 per transcript request. Transcripts will be mailed to colleges via certified mail for an additional charge of \$5.

SENIORS

Students 18 and Over: Because we receive no federal funding, our regulations pertaining to 18 year olds are different from those at a public school. For example, being 18 does not exempt students from following our no smoking policy. Also, teachers will discuss parents to confidential issues pertaining to their 18-year-old student. Conversely, because of confidentiality, we will not release any information to the military without parental permission.

Portfolio: A portfolio presentation is required. Students receive the necessary guidelines from their consulting teachers. All seniors maintain and present a portfolio of their best work. They are also asked to speak on a subject in depth, sharing what they've learned with their parents and invited guests as well as a committee of teachers.

Graduation: We have a personalized graduation ceremony each year for the students who have completed their graduation requirements and wish to participate. We issue a high school diploma, prepare transcripts, and forward them on request. Most of our students continue their education at vocational-technical schools, community colleges, or universities.

Diplomas: Twenty credits, including the required subjects, are necessary to receive a diploma from Chrysalis, but students may earn as many credits as desired before graduating. Students are not eligible for a diploma until they have presented their final portfolio. There is no upper age limit for students attending Chrysalis.

Attending Community Colleges through Running Start: Chrysalis students who choose to attend community college classes part time and want to *graduate from Chrysalis*, must continue *enrollment* at Chrysalis. This enrollment consists of at least one subject and an additional consulting appointment per week. This continued enrollment is critical to students' progress, as their consulting teachers will assist with class selection and monitor progress. This will help to ensure timely graduation with all required classes being completed. Students' attendance will also provide teachers with the ability to write letters of recommendation for colleges and assist with college applications.

Students not attending any Chrysalis classes will not be considered enrolled and working towards graduation. Students must be enrolled a minimum of one semester full time their senior year to receive a Chrysalis diploma.

Any student who has been attending Chrysalis part time for one or two subjects and decides in their senior year they want to graduate from Chrysalis, must attend full time for one semester to be eligible for graduation.

Job/Work Experience: Elective credit can be granted for work experience at a rate of 405 hours/credit if the student is completing an occupational education course. Students must be at least 16 years old and can only work 20 hours per week. More than 20 hours per week will not count.

Joining the Military: Each branch of the military has its own entry requirements, and these requirements vary from month to month. Please contact your recruiter for information regarding the credits they will accept and specific requirements necessary to join the branch you are interested in.

College Information: Chrysalis School offers the courses required for entrance into a 4-year college or university including foreign languages, advanced math, and science. Many of our students go to community college to complete these requirements as well. Students planning on attending a 4-year school must complete all college entrance requirements in addition to graduation requirements. Students should apply to the college of their choice in the fall of their senior year. Teachers are prepared to assist students in this process. Private college advisors may be helpful if you are considering application to a competitive university.

We recommend that students planning on attending a 4-year university take a full load of challenging courses for all 4 years of high school. Early graduation is viewed negatively by most universities since students will be competing for positions with more mature students.

SATs: The PSAT is given in October at Chrysalis for sophomores and juniors. The SAT is given throughout the school year at a variety of locations. Applications are available in the school office or online at www.collegeboard.org. **Our school code is 481 593.** We suggest students take the SAT late in their junior year or early in their senior year.

SAT Accommodations: IEP and 504 plans are public school terms for documenting a learning disability and the school's accommodations that are needed in that environment. We do not have "504 Plans" or IEPs due to our private school status. We do, however, provide a similar plan that may qualify your child, if applicable, for accommodations on the SAT and as documentation for him/her to take to a college American with Disabilities Act (ADA) Coordinator. We call these "Learning Addendum Plans" and they are essentially the same document but without the 504/IEP wording.

Modified Course: A "**Modified**" Chrysalis course indicates a potential eligibility for extended time SAT's and an evaluation is recommended.

We do administer extended time SATs for students who qualify. The College Board determines if a student qualifies for SAT accommodations based on the information in the physician's diagnosis, evaluation completed by appropriate professionals, and the existence of a Learning Addendum Plan. Generally the qualifications for extended time depend on what diagnosis the student has and how it affects learning. Not all diagnoses qualify for extended time. Also, it has to be shown to impact them on a daily basis. Documented school accommodations must be in place 4 months prior to the SAT test. Diagnoses and relevant academic evaluation must not be older than five years from date of the SAT or entrance to college.

Ultimately, it is the student's responsibility to take the documentation to the appropriate person at their college to request accommodations based on classes, or if needed, in a work environment. Please be assured that teachers, with or without an official plan, do individualize already to meet student learning style needs.

NATIONAL HONOR SOCIETY

We have a chapter of the National Honor Society. Requirements for membership follow:

Grade Levels: The student must be in grade 10, 11, or 12 and have attended Chrysalis during the preceding fall and spring semesters.

Grade Point Requirement: The student has earned a minimum of 3.50 cumulative GPA starting in grade 9.

Course Requirements: Students must complete 16 credits as follows:

English or Honors English: 4 credits

Mathematics: 3 credits, Algebra 1 and higher

Social Studies: 3 credits

Science: 3 credits to include Biology, Physics, & Chemistry

Foreign Language: 2 credits

Plus: One additional advanced course from any of the above departments.

Schedule of Completion for These Classes: For each grade level, these classes must be completed and in progress according to the following schedule:

Grade	Completed previously	In progress during current year
9	0	4
10	4	4
11	8	4
12	12	<u>4</u>
Total		16

Conduct: Remain in good standing as a student at Chrysalis in all matters relating to conduct.

Service, Leadership, & Character Requirements: Completion of a minimum of 0.50 of Service Credit during each year the student is at Chrysalis. The Service Credit may be done during summer term. Possible community service opportunities are listed below:

Adopt-a-Street Program	Homeless Services House	Police Explorers
AIDS Homeless Project	Homeless shelters	Posada's Haven
Battered women shelters	Homeward Pets	Red Cross
Bellevue Christian School	Hospitals	Retirement communities
Chrysalis South Campus	Humane Society	Soup kitchens/food banks
Churches	Libraries	Treatment facilities
Elementary schools	Little Bit Therapeutic Riding	Tutoring
EquiFriends	Nursing homes	Volunteers of America
Falcon Research Group	Park services	YMCA

MATH AT CHRYSALIS

Completing Math Courses: It is often difficult to predict when a student will finish a math course at Chrysalis School, particularly if the student transferred from another school in the middle of a course. Most students who transfer into Chrysalis have gaps in their math backgrounds that must be addressed. Defined courses such as algebra and geometry require a student to complete a specific amount of material and cover specific concepts in order to complete the credit. If a student was struggling in his or her math course at another school, be aware that it may take longer than a year to finish the course.

Math is a subject area that builds on itself. Most of the skills taught need to be understood in order to comprehend the next ones. If a student has not mastered one skill, he or she will not be able to go onto the next one. Grades from other schools are often poor indicators of long-term mastery. When a student transfers in and lacks the skills to continue in a course, the math teacher must go back and re-teach the skills that the student has not yet mastered. The teacher will assess the student's skill level, re-teach any concepts that the student has not mastered, and then go onto new material. Depending on a student's gaps, this process can take a significant amount of time.

After a month, the math teacher should have a general idea of when the student will be able to complete the course and will communicate with the parents if extra time is anticipated. Progress depends on the student completing assignments, asking good questions, and how quickly material is mastered. Our main goal is that each student learn the material and truly understand what he or she is doing. Almost all students can be successful in the more difficult math courses, but not always at the same rate.

Math Appointments: Math teachers strive to connect with their students and create an atmosphere of trust. When the student feels like they are in a safe environment, they will be able to think more clearly, ask good questions, and reveal what they don't understand without fear. Building confidence is the key to success in mathematics.

Math teachers try to use the majority of their time for instruction. However, they are also evaluating the student as they go along by checking their homework, having the student explain the steps in a problem, and having the student work out example problems.

Students are encouraged to actively participate in their session by asking questions, answering questions asked by the teacher and working out sample problems. The more students ask questions and think along with the instructor, the better they will do.

One of the gaps for students in their math background include fraction and percent concepts. Teachers will address these issues either in a brief math review or along with regular algebra and geometry assignments. If students have weak arithmetic skills, calculators should be avoided or only used to check answers.

The instructor will usually write out notes for the student. The notes should contain not only example problems, but also brief explanations of how to do the problems. Some examples will come from the book, but the instructor may add others to clarify a point. The explanations should be clear and concise, organized in a logical sequence, and done in everyday language. Many students find it helpful to organize the notes in a notebook so they can refer to them later.

When the student has a question, the instructor will try and clarify what they are asking. Then they will re-explain the same way. If the student is still confused, they will try more practice problems or another approach. Teachers try to give both the big picture as well as the details.

If the student is struggling with homework, the teacher will do some research to address the problem. If the student ran out of time or planned poorly, time management issues will be addressed. If the student got stuck on the material, the teacher will determine the difficulty, reteach, and reassign the material. Sometimes students think that they shouldn't come to their appointment because they haven't done their homework. Unfortunately, not coming will make them even further behind. Students often find it beneficial to stay after their appointment and work on homework in the library. The teacher can check back with them after their next student and see if they are doing OK. Most courses require students to cover approximately four sections per week to finish in the normal amount of time. Parents will be notified early on if the student is not making normal progress. Some students need to go more slowly to understand the material.