

## Commitments

The Core Leadership Team will *facilitate* . . .

- secure qualified instructors and an on-site manager
- secure a location for classes
- schedule classes, conduct assessments, and hold registration
- collect registration fees and 1<sup>st</sup> semester tuition
- conduct Student/Parent Orientation
- communicate pertinent information via the website and e-mail
- correspond with instructors to address general needs and concerns

Instructors will *plan, guide, and evaluate* . . .

- create and present a syllabus that includes a content overview, major assignments, tests, projects, and an explanation of the grading system
- communicate class procedures, guidelines, and expectations for students
- evaluate students' work
- provide midterm and semester reports; provide grades when requested
- communicate with students and parents regarding issues of conflict, poor performance, other detrimental behavior, or other breeches of the handbook
- keep attendance; contact parents if a pattern of absences arises

Students will *learn* . . .

- attend class; arrive on time
- cooperate fully with guidelines of instructors, onsite managers, and parent volunteers
- positively and actively participate in class
- complete required assignments on time and in accordance with instructions
- exercise integrity; cheating/plagiarism is not tolerated
- monitor grades and other instructor feedback
- obtain notes and assignments when absent
- uphold expectations and procedures in the handbook
- attend Student/Parent Orientation
- dress appropriately and in line with the dress code

Parents will *homeschool* . . .

- purchase books and supplies; pay instructor tuition and fees on time
- ensure that students arrive on time, prepared, and dressed appropriately for classes
- support instructors in instructing, correcting, and guiding students
- maintain family schedules that do not impede student progress
- help students manage time and workload through scheduling and daily/weekly accountability
- be aware of course expectations, including assignment details and grading practices
- uphold expectations and procedures outlined in the handbook
- monitor grades
- address concerns to instructors via e-mail
- inform instructors of student absences, in advance when possible
- attend Student/Parent Orientation
- maintain daily access to the Core website and e-mail
- work assigned volunteer hours