



# Expectations & Policies

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## **STUDENT EXPECTATIONS**

**Time Management:** Plan ahead. Spread your work wisely over the week; do not leave it to the last minute.

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

**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 during launch readiness. 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!

**Cell Phones:** No cell phone use during class. 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 just 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. Check course grades periodically.

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

**Proctoring Quizzes/Tests or Checking Notebook:** Periodically you may need to proctor a quiz/test or check your child's notebook. Directions will be provided.

**Sick Student:** If possible, 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.

## **PAYMENT POLICIES**

**Due:** Payment is due with registration and before tutoring/classes begin. Full year classes can be paid on a semester basis with no penalty. If payment is not received, the student is not admitted into the Zoom Room classroom.

**Two Payment Methods:** 1 - Google Pay - easy and no cost for payment by debit card or bank transfer. Pay to info@liftofflearning.net. 2 - Personal Check – make out check to Liftoff Learning and mail to 2600 South Shore Boulevard Suite 300, League City, TX 77573. Credit cards not accepted at this time. Receipts promptly provided.

**Refund:** Anytime up through the first 2 weeks of class, an 80% refund is provided (100% second semester refund if year-long cost was paid). No refund after week 2. In the highly unlikely event Mrs. Wolf cannot complete teaching a course, either a suitable substitute will finish the class, or parents will be refunded the prorated remaining cost.

## **OTHER POLICIES**

**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. Wait (in your car, if there's bad weather) for another student to arrive before entering.

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

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

**Recordings & Class Handouts:** Students may only use the event/class recordings and Liftoff Learning provided materials for their own personal academic use. All these items are copyrighted.