

Pemberley Tutorials Policies

Due dates

All major assignments are included with their due dates on the syllabus. While all writing assignments will be mentioned in class, students are responsible to plan ahead in order to complete each assignment in time.

My late policy is very strict. No work will be accepted after midnight Pacific Time on the day that it is due. Assignments are always given enough in advance that illness is not an acceptable excuse. In the past I have found that students who receive extensions tend to make a habit of it. For this reason, *I do not grant extensions.*

Preparedness

One benefit of the classroom setting, especially for homeschoolers, is that we learn about meeting deadlines and achieving a standard other than mom's. This experience is very beneficial in the rest of life, from college to the workplace. Since each tutorial is designed to build on itself from week to week, students who do not come to class prepared will fall behind very quickly. If your student is feeling overwhelmed with homework, it may be because he or she did not complete previous assignments on time. Because we only meet once a week, I can't slow down the tutorial to accommodate students who do not complete assignments on time. It is unfair for the students who come to class prepared!

Please remind your student to complete his or her assignments before attending class. If in doubt, refer to the syllabus for each week's homework assignment, and contact me with any questions as soon as possible.

Attendance

Students receive a participation grade for attending and interacting in each class. Generally, I allow two excused absences per semester. I ask that parents notify me in advance if your child will be missing a class so that I can excuse their absence. Unexcused absences will drop the participation grade considerably. Please make sure that your child checks his or her email for class notes and listens to the class recording if any of the readings are confusing. I still expect my students to be prepared for the next class. Since I am available outside of class to answer any questions, missing class (and not asking for help) is not an excuse for late or incomplete work. Students may not make up in-class timed writings.

Communication

Please ensure that you have a working email address, as I will send out class announcements and reminders via email throughout the week. If you have a filter on your account, please add my email address to your safe list. Always check the morning of the tutorial to ensure that you are prepared for class. I check my email daily and respond promptly to students' questions.

Tutorial Etiquette

Students are expected to act with decency and decorum in tutorial. No vulgar language or disrespect towards the tutor or fellow students will be tolerated.

Parental Involvement

Parents are expected to monitor their student's progress in the class. Parents do not generally need to attend class with their students, but I will require parental proctoring of in-class timed essays and poetry recitations. I welcome parental feedback and questions.

Payment

Payment for each tutorial is due in full at registration. Tuition is \$225 per student per semester. There is a late fee of \$25 for registrations after the deadline. Late entry tuition is full, not pro-rated. If a student drops the class in the first two weeks of class, tuition will be refunded less a \$50 nonrefundable fee. No refunds are granted after the second week of class. Please register for first semester before August 1st. Please register for second semester before December 15th. Checks will be cashed when we have confirmed there is a spot for your child in our tutorial. ***Tutorials will not be confirmed until minimum enrollment is reached.***