

WHCT Academic Policies



Academic Policies

[[taken directly from WHCT 2022-23 Family Handbook]]

- We strive to be a program of academic excellence. We desire to see each student progress spiritually, academically, behaviorally, and emotionally. We want each student to realize his or her full potential in Christ. If a student is not growing according to his or her individual abilities, we will schedule a conference between the parents, tutor(s), director, and student to find ways to help the student.
- If a student scores below 70% in a class, they are placed on academic probation in that class.. If the grade stays below 70% for two consecutive quarters the student will be dismissed from the class with no refund. A student who has been dismissed from or has dropped more than two classes in a year may not be invited to return to WHCT the following year.
- All assignments are to be completed and returned to the tutor the following week. Parents are asked to serve as the accountability to their students for the completion of assignments. You can expect a student to have four to six hours of outside work for each class.

Grading

- Quarterly reports including academic grades, absences, and tardiness are posted on the student's Schoology account every eight weeks. Students will be evaluated according to the following scale:

A: 90-100 B: 80-89 C: 70-79 Failing: 69 and below

Absences and Tardies

- Because of the nature of our program, there is no way to offer make-up classes following a student absence. The student will have assignments from the tutor. Students may call a friend to get notes. If the absence is planned, ask a friend to record the class or get the class notes.
 - After an absence, the student should check with the tutor about missed quizzes and assignments. Make-up work should be completed within the same eight weeks that the absence occurred. For safety reasons, parents are requested to notify the tutor or Director before or on the day of an unexpected absence, either by email or phone.
 - Students are only allowed to miss up to two weeks per semester per class.
 - Students who exceed this number of absences will need to petition the Academic Affairs Committee for permission to continue in the class for the remainder of the school year.
- It is important for the flow of the class for the students to be on time. A
- tardy is considered 3 minutes late to class and two tardies will equal an absence.

Late Assignment versus Make-up Assignment

- In the event that a student has missed class due to illness or a pre-planned
- absence, the student is allowed to turn in their assignment on the following tutorial day. This is called a make-up assignment, and it will receive full credit. There must be communication between the student/family and the tutor or Director for the reason for the absence in order for the work to be considered a make-up assignment.

- In the event that a student comes to class unprepared and does not turn in
- an assignment on its DUE DATE, this is called a late assignment. Late assignments must be turned in within one week and will not receive full credit. For example, an assignment missed on a Tuesday must be turned in by the next Monday at midnight or before. Each tutor can determine their own partial credit for late assignments. Any assignment turned in after one week, will receive zero credit.

Academic Integrity

- **Plagiarism definition:** Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. In an educational setting, it can include, but is not limited to, not having a works cited page, not including parenthetical citations, copying and pasting from internet documents, or copying all or a portion of another person's paper word-for-word.

- **Types of Plagiarism:** Unintentional plagiarism can occur when a student, usually 6-9th grade, does not have a good understanding of the research process. This student is not meaning to cheat, but they have not had the proper instruction of research methods. Intentional plagiarism occurs when a student, usually 10th grade and above, has been instructed in the proper methods of research but chooses to take dishonest routes to finish their assignments in one of the ways described above. Note: It should be left up to the tutors' discretion as to which of the above was committed, but should be based upon age, grade level, how long a student has been at WHCT, and what instruction they have received in regard to research and writing.

- **Consequences of Plagiarism:** If it is determined that the offense was unintentional, the student will receive a warning from the tutor, the parent should be notified via the tutor, and the assignment should be rewritten with instruction on how to properly cite their sources. If it is determined that the offense was intentional, the following are the consequences; First offense: Consequences can be decided by the tutor, but should include being written up for records purposes. Other actions can be redoing the assignment and/or a significant grade reduction for the assignment. Second offense: A zero should be given for the assignment with no opportunity for redoing it. The tutor should write the student up for disciplinary action that would be mandated by the disciplinary board. Third offense: The student and parent(s) will meet with a panel made up of members of the disciplinary and/or operating board in order to determine the student's future at WHCT.

- **Cheating:** Academic Affairs must be notified immediately when a student is caught cheating. This can be anything from cheating on tests to copying other students' homework assignments. The student will receive a "0" (zero) for the assignment and a written statement/warning will be sent to the parent, Academic Affairs, and the Director. A second offense must be reported immediately to Academic Affairs. The committee will determine the severity of the situation and will determine the appropriate action, the maximum penalty being dismissal from the class with no refund.
- **Testing:** All take-home tests and quizzes will be sent home in a sealed envelope to be opened and administered under the supervision of the parent. The test must be returned in a sealed envelope provided by the tutor and signed by the parent. Study hall monitors may not sign the envelope. This work must be completed at home and be brought to the tutorial sealed, therefore tests and/or quizzes cannot be completed during study hall.