



# Academic Policies

*[[taken directly from WHCT 2024-25 Family Handbook]]*

## **Academics**

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, director and student to find ways to help the student.

If a student scores below a 70% in a class they are placed on academic probation. If the grade stays below 70% for two consecutive quarters the student may 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 submitted on their due date. Parents are asked to serve as the accountability to their student for the completion of assignments.

## **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 69 and below is considered Failing

## **Absences & 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 tape 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 may need to petition the Academic Affairs Committee for permission to continue in the class for the remainder of the school year. Allowances are made for sickness, family emergencies, and special circumstances when communicated and agreed upon by the tutor and/or Director. 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 vs. Make-up Assignment**

In the event that a student has missed class due to illness, emergency, 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. If a student comes to class unprepared and does not turn in an assignment on its DUE date, it is considered LATE. Late assignments should 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.

## **Academic Integrity Plagiarism**

1. Plagiarism is defined as:

- a. The practice of taking someone else's work or ideas and passing them off as one's own.
- b. 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, utilizing artificial intelligence to produce written work [see Generative AI below], or copying all or a portion of another person's paper word-for-word.

2. Types of plagiarism:

- a. Unintentional plagiarism can occur when a student, usually 6th-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.
- b. 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.

It should be left 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

- - If it's 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 avoid plagiarizing
  - Intentional plagiarism
    - 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. A second incident report should be filed and appropriate consequences should be determined by the tutor and/or Academic Affairs Chair.
    - Third offense: The student and parent(s) meet with a 2-3 member panel as determined by the Academic Affairs Chair and Director in order to determine the student's future at WHCT.

## Generative Artificial Intelligence (AI)

WHCT has chosen to disallow Generative AI where it replaces the important development of creative, critical and logical thinking skills acquired by students through an effort of producing their own work. These valuable skills will benefit students long term in many areas of life beyond academics.

### 1. Generative AI is defined as

1. A type of AI capable of generating new, original text, images, videos or other forms of data without human intervention based on existing data online.
2. It does not include spelling/ grammar checkers such as those available in Microsoft Word or citation generators.
3. It does not include Grammarly editing for clarity, consistency, punctuation, voice and tone, correctness, dates and times, and formality.

### II. Examples of Generative AI

1. Generative AI models include but are not limited to generative AI features in ChatGPT, Grammarly Assistant, Google Gemini, Microsoft Copilot and Grok.

### III. Consequences for unauthorized use of Generative AI

1. If a student is suspected of plagiarizing utilizing generative AI to produce work, they may be asked to perform an alternate assignment about their topic.
2. The same consequence listed above under Plagiarism will apply to using generative AI to produce work.

### **Cheating**

Academic Affairs must be notified immediately when a student is caught cheating. This can be anything from cheating on tests to copying another student's homework assignments. The student will receive a "0" 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 brought to the tutorial sealed. Therefore, no tests or quizzes can be completed in study halls.