



# Academic Policies

[[taken directly from WHCT 2025-26 Family Handbook]]

## **Academic Affairs Policies**

We strive to be a program of academic excellence, desiring to see each student progress spiritually, academically, behaviorally, and emotionally- realizing his or her full potential in Christ.

## **Enrollment**

Parents reserve the right to enroll their children in the classes they feel appropriate for their child's social and academic abilities, subject to pre-requisite and placement test requirements. However, it is with the understanding tuition and fees will not be refunded if the student drops the class for any reason after the last drop day.

## **Placement Testing**

Placement tests are required for the following:

Prealgebra, Algebra 1, Geometry, Algebra 2, Pre-Calculus, Calculus, Second year of Foreign languages Basic Composition, Research & Argumentative Writing, Art of Writing, Physics, & Chemistry.

Students who have taken the prerequisite class at WHCT for the desired course and have scored a B or better are exempt from testing. All other students must be tested before they can register. A passing grade on the assessment is a 71 or better, or enrollment can be allowed at the discretion of the Director or tutor. Re-tests are allowed, but a spot in the class cannot be held during that time. Class-specific information can be found on the website.

## **Attendance & Tardies**

- 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 equal an absence.
- Students are only allowed to miss up to two weeks per semester per class. At the request of the tutor, 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. Sickness and extenuating family circumstances are understood, and consideration will be given for these events.

## **Cell Phone Use**

- Students may have cell phones on campus. Upon entering the classroom (including social hall) all students must turn off and deposit their cell phones into a designated pocket / basket. Devices are not to be used in the restrooms.
- If a tutor / social hall monitor sees/hears a device or feels a device is being used inappropriately, then he/she has the right to confiscate the device. Devices are only permitted to be used in class if students are instructed to do so by the tutor for a special purpose.
- In Social Hall devices are only allowed for studying at a device table. Earbuds and headphones are only allowed in Social Hall while studying at a device table for noise canceling purposes. Earbuds and headphones are not to be worn anywhere else on campus.
- For the privacy and safety of the WHCT community, taking videos is not allowed on campus, including recording videos of friends. Do not take pictures of students, tutors or adults on campus without their permission. Social media and videos games are not allowed on campus.
- All devices (phones, tables, computers) must be turned off during the lunch period and stored in the student's backpack (not on their person).
- If a parent needs to get a message to a student, please have them text/call the Director or assistant Director.

## **Grading Scale & Policy**

***A 90-100***

***B 80-89***

***C 70-79***

***69 and below is considered failing***

If a student ends a quarter with a grade below a 70% in a class, he/she will be placed on academic probation. If a student scores below 70% for two consecutive quarters, the student will be at risk of dismissal from the class with no refund. At this time, the parents and student may choose to meet with the Director, tutor, and Academic Affairs Chair in order to discuss next steps.

A student who has been dismissed from more than two classes in a year may not be invited to return to WHCT the following year, depending on the circumstances involved. The parent(s) and student will need to meet with the Director and Academic Affairs Chair prior to registration.

Tutor agrees to keep in contact with parents regularly by email in regards to the student's progress, as deemed necessary. A senior who has scored a grade of 90 or better for all four quarters of a class (or both quarters of a one semester class) is exempt from taking the final exam in May for that particular course

## **Assignments**

1. Tutors must give at least one month's notice for summer assignments.
2. Tutors must upload all course information, including assignment syllabi, onto Schoology no later than the first week of August. (One quarter at a time is acceptable.) Revised syllabi should be sent to the Director and AAC Chair.
3. Make-up Assignments: 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 with the tutor for the reason of the absence in order for the work to be considered a make-up assignment.
4. Late Assignments: If a student comes to class unprepared, and does not turn in an assignment on its due date, it is considered late. 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 no later than the following Tuesday in class. Each tutor can determine their own partial credit for late assignments.
5. Tutor agrees to assign no more than one week of homework over the holidays and breaks, so that students may enjoy time with their families. In other words, there should only be 1 week of work assigned at any time.
6. Tutor agrees to communicate assignments via Schoology or by email at least five days in advance of their due date, or in the case of a two-day-a-week class, no less than 48 hours before the due date.
7. Tutor agrees to grade assignments/tests in a timely manner and return them to the students as soon as possible.
8. Tutor agrees to explain how grades are factored for individual assignments as well as the class as a whole.
9. Tutor agrees to handle assignments equally, not showing partiality among students.

## **Quizzes and Tests**

While some tutors give in-class quizzes and tests, many tutors also require tests to be completed at home under the supervision of a parent. The test must be sent home in a sealed envelope and also returned in a sealed envelope, signed by the parent on top of the seal. Tutors may also send home test packets with a parent on Rotation Day. Study Hall monitors may not proctor tests.

## **Final Exam Day**

All math tutors and high school science tutors agree to create and help administer a final exam on the specified Exam Day (May 12, 2026).

Tutors of other academic courses may give a final test on the last day of class. If a final exam is needed beyond the regular class day, please arrange this with the Director so a specified time can be added to Exam Day.

## **Academic Integrity**

Students at WHCT will pursue academic integrity.

## **Cheating**

Cheating is inconsistent with West Harpeth Christian Tutorial's moral, ethical, and spiritual standards. 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 tutor can use his/her own discretion if it appears students were working on homework together.

For the first offense, 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. The student's other tutors will be notified.

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.

If the Tutor requires the use of solutions manuals, the Tutor must stress how to use them responsibly to both the parents and students.

## **Plagiarism**

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.

### *Types of Plagiarism*

- 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.
- 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.

## **Generative 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 the effort of producing their own work. These valuable skills will benefit students long term in many areas of life beyond academics.

### *Generative AI is defined as:*

A. A type of AI (artificial intelligence) capable of generating new, original text, images, videos, or other forms of data without human intervention based on existing data online.

B. It does not include spelling/grammar checkers such as those available in Microsoft Word or citation generators.

C. It does not include Grammarly editing for clarity, consistency, punctuation, voice and tone, correctness, dates and times and formality.

### *Examples of Generative AI:*

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

Consequences of unauthorized use of Generative AI:

A. If a student is suspected of plagiarism utilizing generative AI to produce work, they may be asked to perform an alternate assignment.

B. The same consequences listed below under Plagiarism consequences will also apply to generative AI produced work.

Consequences of Plagiarism

- 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.
- 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 properly cite their sources.
- If it's determined that the student was intentionally plagiarizing and/or unwilling to take the time to appropriately credit the mental work of others, the following consequences will apply: For the first offense, the assignment will receive a "0", and parents will be informed by the tutor in writing with a copy sent to the Academic Affairs Committee and the Director. The student's other tutors may be notified. The student will be given the opportunity to repeat the assignment for a new grade. A second offense will result in the assignment receiving a "0" and the student will be placed on academic probation. The student's other tutors will be again be notified. A third offense will necessitate the student and parent(s) meet with a panel made up of members of the disciplinary and/or academic affairs committee in order to determine the student's future at WHCT