



## **Policies and Procedures**

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## **General Policies and Procedures**

### **Criteria for Enrollment**

Online courses provide opportunities for students to attend anytime from anywhere; however, the online student must take responsibility for his or her own learning. In an online education program, the capacity for self-directed learning is crucial. While instructors and fellow students can provide some support, the online learner is expected to have internal motivation to manage his or her own learning during his/her course of study and have a basic grasp of Internet navigation skills. We enroll students in kindergarten through 12<sup>th</sup> grade, including adult learners.

To enroll in an online class, the student should be able to answer “yes” to all of the questions below.

*Am I self-directed, highly motivated, and self-disciplined?*

*Can I set a personal schedule and complete assigned work by the required dates? Are my writing and communication skills better than average?*

*Can I read and follow detailed instructions on my own?*

*Am I already comfortable with using the Internet as a means of communication and research?*

*Do I own or have access to a computer with Internet access and email?*

Our experience shows that like most web applications, your machine should have:

1. At least 4GB of RAM.
2. A recent version of the browser.
3. Chrome is recommended over Firefox. Internet Explorer is least recommended.
4. The browser producers define the minimum hardware requirements.

### **Payment Policy**

Payments are due at the date stated on the invoice and a minimum of 5 working days prior to the first day of classes. If an account goes 14 days past due, access to curriculum will be denied until the account is paid in full.

## **Refund Policy**

Students who have paid in full are eligible for a 50% Tuition refund within the first 5 working days of the first day of classes.

## **Academic Policies**

### **Progress Policy**

Only through continuous communication and progress can students be successful in an online course. Within each course, the instructor outlines the weekly minimum work requirements. These are agreed upon when the course starts. Students may, of course, work faster than originally projected.

To ensure that our students are aware of this commitment, the process outlined below will be followed:

- If the student does not submit the expected number of assignment(s) and /or log on within a period of seven (7) consecutive days, the student and parent will be notified via an internal and external email of his/her unacceptable pace for submitting assignments or participating.
- If the student does not respond to the first notification by submitting assignments within seven (7) days, the instructor(s) will make contact with the student again and the parent, this time by a phone call and another internal/external email.
- If the student does not respond to the 2nd notification within two (2) days, the parents and school administration (along with the Academic Advisor) will be contacted and zeros will be added in the place of all missed assignments.
- If the student does not respond by submitting assignments within seven (7) days of the third notification and addition of zeros, Hill Castle School Administration will meet with the student and parents.
- The student must complete the course by the given deadline (course end date). If the student doesn't reach a passing grade of 60% and above, he will fail the course and will need to enroll in this course again. When re-enrolling, no grades or work will be transferred.

### **Plagiarism / Honor Code Policy**

Hill Castle School's students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with honor and fairness. Cheating, stealing, plagiarism (passing off another's work, words, or ideas as one's own), and lying (including willful

distortion or misrepresentation) are considered honor offences. Cheating includes copying another person's work and representing it as your own; using AI sources and presenting the work as your own, acting contrary to the teachers' instructions regarding collaboration; seeking unfair advantage (examples of unfair advantage include reading other sources in place of the assigned work, use of notes on a test, getting exam questions from an earlier test taker, programming a calculator or PDA for use accessing answers; and aiding or abetting another student in cheating).

Students who engage in academic dishonesty should expect the following consequences. Note: these incidents are not per course but are per student.

- **1st incident:** the student receives a warning from his/her teacher, the teacher makes a note of the plagiarism in the student's ASSIST profile under comments and document; the student and parent acknowledge (via digital compliance in ASSIST) to the plagiarism and the consequences of future plagiarism. The student is locked out of the platform and is required to review academic honesty policy documents and confirm that he/she understands them. The student is allowed to resubmit the assignment once the confirmation has been received.
- **2nd incident:** the student receives a zero on the assignment with no option to resubmit. The teacher makes a note of the plagiarism in the student's ASSIST profile under comments and document; the student and parent acknowledge (via digital compliance in ASSIST) the plagiarism and the consequences of future plagiarism.
- **3rd incident:** The student is dropped from their courses. The student will not earn credit for the courses from which he/she was dropped. The plagiarism incidents go on your official transcript from HCIS. The student may choose to re-enroll in the same courses but with the understanding that any future incident of plagiarism will result in expulsion from the school/program. The student must purchase the courses again in order to re-enroll. No assignments from the previous course can be used in the new course if the student re-enrolls.
- **4th incident:** The student is expelled from the program with no credit or refund for his/her current courses.

### **NCAA Candidates**

Students who are NCAA candidates must articulate with admissions that they are a student athlete and an NCAA candidate. This must be disclosed prior to enrollment.

### **Pass-Fail Option**

Online classes may not be taken on a pass-fail basis.

## Report Cards and Progress Reports

Grades for classes will be posted within five working days of the final exam being submitted. Unofficial transcripts can be printed via the ASSIST platform. Official transcripts can be ordered by contacting the HCIS offices.

## Course Guidelines - Attempt Policy

End of unit and final exam assessments allow 1 attempt only. There are two attempts for all other submissions. Students need to message the teacher to request the second checkpoint attempt.

All work within a unit must be submitted before proceeding to the next unit.

## Grading Scale

Percent Grade	Letter Grade
<b>93 - 100</b>	<b>A</b>
90 - 92	A-
<b>88 - 89</b>	<b>B+</b>
83 - 87	B
<b>80 - 82</b>	<b>B-</b>
78 - 79	C+
<b>73 - 77</b>	<b>C</b>
70 - 72	C-
<b>68 - 69</b>	<b>D+</b>
63 - 67	D
<b>60 - 62</b>	<b>D-</b>
0 - 59	F

## **AP courses**

Students are eligible to enroll in AP course under these conditions:

1. Cumulative GPA is 3.3 or above
2. Student's most recent course in the department was an A grade.

## **Communication with school and attendance: Student and Learning Coach**

Student and Parent/Learning Coach must respond to teacher and administrator communication within one business day.

Student and Learning Coach must attend the following meetings each month:

1. Study Hall (student only)
2. Academic Meeting (Student and Learning coach)

Failure to attend Study Hall or Academic meetings may result in dismissal from HCIS.