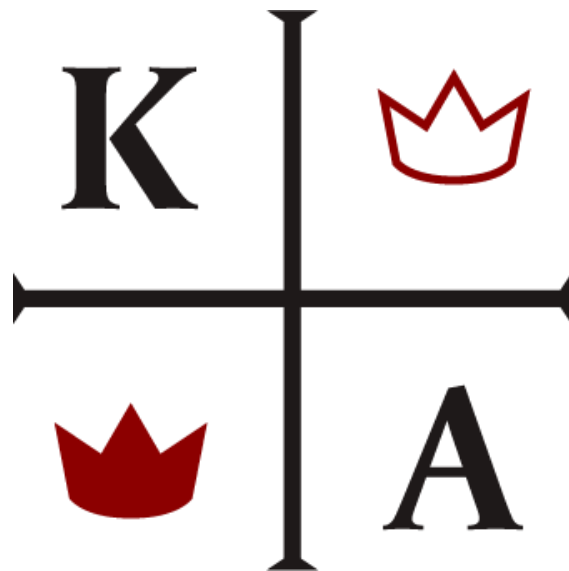


Kolbe Academy

Parent and Student Handbook

For students taking online courses...

Policies and Procedures



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Ad Majorem Dei Gloriam

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OUR MISSION

In loyalty to the Magisterium, guided by the Ignatian principles of education, under the principle of subsidiarity, the mission of Kolbe Academy is to assist the home educator in forming classically educated young men and women according to the unbroken tradition and teachings of the Roman Catholic Church.

OUR VISION

With salvation as the ultimate goal, Kolbe Academy's educational programs allow you to tailor the formation of each child in the Catholic tradition, with a classical approach.

We do all of this with the purpose that each student:

- achieve salvation;
- deepen in intellect and character;
- grow spiritually;
- develop the ability to win others for Christ; and
- perceive and elect his or her God-given vocation.

Kolbe Academy Virtues

Specifically, for students taking online courses, the following virtues flow from Kolbe's mission statement in developing character and growing spiritually. These are the virtues that we uphold for all of our parents, students, teachers, and staff.

- **Charity** towards fellow students, teachers, staff and administrators
- **Patience** when technology fails and **humility** when it is our mistake
- **Prudence** in sharing personal information with others
- **Fortitude** as teachers and students settle into a new way of teaching and learning

Contacting Kolbe Academy

Kolbe provides many ways to request help, place orders and find information via our website.

Topic	Go to...
Place a book order	https://books.kolbe.org
Immediate technical help for ongoing live course	Go to www.kolbe.org/techsupport and start a chat with live tech support.
Teacher missing from live class	Go to www.kolbe.org/techsupport and start a chat with live tech support.
All other non-emergency technical issues including Adobe Connect and Schoology account support	Submit a tech support ticket or start a live chat at https://www.kolbe.org/techsupport
Questions about online course homework, assignments or other specifics	See list of teachers and contact info on next page
Questions about homeschool courses and coursework	Email advisors@kolbe.org or call 707-255-6499 ext. 5
Online course changes	Call 707-255-6499 ext. 1 or admissions@kolbe.org
Homeschool course changes	Email registration@kolbe.org
Self-Paced Course Changes	Call 707-255-6499 ext. 1 or admissions@kolbe.org
Online course information	https://www.kolbe.org/courses/online/
Homeschool course information	https://www.kolbe.org/courses/homeschool/
Self-paced course information	https://www.kolbe.org/courses/selfpaced/
File sample work for homeschool courses	By email: greports@kolbe.org or mail to 1600 F Street See how: https://www.kolbe.org/academics/courses-and-curriculum/homeschool/filing-grade-reports/
Transcript requests	http://www.parchment.com/
Payment plans (Smart Tuition Management)	http://www.enrollwithsmart.com
Withdraws	Call 707-255-6499 ext. 5

Sometimes you prefer to get in touch with us personally!

Topic			Email Address
Online Course Information	Advising Department	707-255-6499 ext. 1	homeinfo@kolbe.org
Admissions and Enrollment Information	Admissions Department	707-255-6499 ext. 2	admissions@kolbe.org
Accounting	Toni Williams	707-255-6499 ext. 3	twilliams@kolbe.org
Book Order Questions	Mrs. Nancy Nelson	707-255-6499 ext. 4	nnelson@kolbe.org
Diploma Questions & Graduation Requirements	Advising Department	707-255-6499 ext. 5	advisors@kolbe.org
Online Course Enrollment Questions & Changes	Mrs. Jeanne Anne Ford Director of Admissions	707-255-6499 ext. 2	jford@kolbe.org
Home School Course Changes & Enrollment	Mrs. Mary Quinn	707-255-6499 ext. 2	registration@kolbe.org
Particular Online Course Issue	Email online instructor first	See list of teachers and contact info in school directory.	
Technical Help	Chat live with tech support!	www.kolbe.org/techsupport	techsupport@kolbe.org

Note that complete staffing information is available online at the following link: <http://kolbe.org/about-us/about/meet-staff/>

Online Course Instructors

This contact information is provided as a convenience to our families. Teachers should only be contacted during the normal course term for which your child is enrolled, as teachers are not expected to check email during the months when classes are not held. Families should contact Kolbe Academy Staff or Administration for all issues not pertaining to a current course in progress.

You can find the biographical information our instructors here <https://www.kolbe.org/about-us/about/our-instructors/>

Admissions Policy

Student Residence

A student is expected to live with parents or an adult guardian while enrolled with Kolbe Academy. Kolbe Academy does not provide adult education classes.

Prerequisites

Some of the math, science, and language courses have pre-requisites or co-requisites for enrollment. Please see course descriptions for details.

- All students are required to complete Kolbe Academy's Student Orientation course by the Monday after Orientation Week. Students will be placed into the course on or before August 1st. Kolbe Academy estimates that it will take returning students 1-2 hours to complete and new students 2-3 hours to complete. The Student Orientation course goes over the student handbook, general school information, use of technology, netiquette, internet safety and academic honesty. Upon completion, students will receive a personalized certificate to turn into his or her teacher(s) on August 28th.
- All students are required to take advantage of **one** (or more) of the following Study Skills opportunities:
 - Attend the [Summer Study Skills course](#) offered by Kolbe Academy Online.
 - Watch 5 short study skills webcasts prior to the orientation week. These webinar videos are available in the Student Orientation course that student's will be placed into on or before August 1.

Considerations for Online Education

Is your child ready for the online learning environment?

To be successful in the online learning environment, there is a certain type of approach and attitude towards learning that is required of students and parents from the beginning:

- Student should be mature enough to complete assignments with little to no supervision from a teacher (this does not mean no instruction, just no supervision).
- The student should be self-motivated to complete assignments when the parent is not supervising
- Students should have good time management and study skills.
- Students should be technologically inclined, or at least technologically adventurous, to insure efficient completion of assignments. This includes typing skills, basic knowledge of web browsing, attaching documents, uploading and downloading documents, and using word processing software.

The most successful students in Kolbe's online program are those who:

- Typically have been able to successfully complete homework and daily work on their own in a traditional classroom or homeschool setting
- Have supervision at home and someone to help with technology issues
- Are ready for a rigorous academic curriculum

Parents, are you and your family ready for online learning?

- Make sure you are familiar with the curriculum and books used for each class before you enroll. Students may not opt out of a required text mid-year. Booklists are published before enrollment opens.
- Make sure you have enough computer access to serve all the children taking online courses in your household. Sharing computers does not work for families who enroll their children in several online courses at once.

- Evaluate the number of in-class and out-of-class hours required for the online courses you will be enrolling your child in.
- Evaluate the total number of classes and required hours you've scheduled for your child, whether they are online, homeschool, or other classes such as co-ops (see course hours section).
- Evaluate your child's level of motivation, study skills, and technology skills before you apply. If your child needs extra help in this area, plan to provide a venue to increase these skills, such as enrolling in the summer Study Skills course.
- Be prepared to help your child with good time management skills by helping to carve out times for study, meals, breaks, and extra-curricular activities. Make sure they are utilizing a paper or electronic planner for assignments.
- Evaluate your child's ability to take responsibility for emailing the teacher when there are course related questions. Review *appropriate* ways to communicate with teachers and other students (see netiquette and communication).
- Be prepared to monitor your child's progress in Schoology and *talk* with your student about expectations from the teacher. Often, a teacher will give more detailed information about a homework assignment during the live classes, so don't assume that all information is automatically in Schoology. Students should be paying attention to their teacher's directions in the live class. Encourage the use of a planner and good note-taking skills.
- Make sure you will be able to provide a quiet study space at home that is easily accessible to you, as a parent, but that provides an appropriate space for the student that is free from distraction.

Extra-Curricular and Student Social Opportunities

Community is important at Kolbe Academy. Kolbe strives to offer safe and meaningful ways for our students to interact with one another. Here are a few ways you can expect your child to encounter social interaction opportunities:

- Students are encouraged to login up to 10 minutes early to class for mic checks. After the mic check is complete, students are allowed to chat with one another using the chat box feature until class begins.
- Students will interact naturally during live class sessions through instructor-led discussion and other activities.
- While students will not have the ability to private message one another in Adobe Connect or Schoology, Kolbe will provide membership to student Schoology groups which allow group members to interact with another via discussion forums. The discussion forums are accessible only to members belonging to the group. Kolbe provides Schoology groups for each grade level starting in mid to late September. ***Parents may request that their child be taken out of a Schoology group if it becomes distracting.***
- Several opportunities to join clubs or participate in live extra curricular activities will be available to students during the school year. Examples of past year activities include School Newsletter, Spiritual Life Group, Foreign Language Clubs, Debate Club, and Kolbe's Got Talent. Each year the activities vary so keep an eye out for announcements on how to join the current school's years activities.

Students, are you ready for online education?

Students who have the following skills and virtues will be most successful in the online environment. Students who succeed in online learning are those who are willing to tolerate technical difficulties, seek help when needed, work daily on every class, and persist through challenges.

1. Effective and appropriate communication skills

Kolbe's online instructors are always willing to help students, but since you are not in a traditional classroom setting, they can't always pick up on nonverbal cues such as a frown of misunderstanding. You should always "speak up" if any problem arises. Your instructor can't help if he doesn't know you are having problems with the technology, the course materials, or the lecture.

To help improve communication:

Know how to communicate with your teachers

There are many ways to communicate with your teachers, including via email, Schoology messaging, status updates, and discussion groups. There is also live class-time communication and sometimes additional live office hours with the teacher. Learn the communication preferences of your online teacher, but remember that they have lives outside of school, too! They are only required to check their email and messages once per school day (that's Monday-Thursday), and many of them are in class all day long. Don't expect answers to questions over the weekend, but don't be shy about using those tools to communicate with your teacher.

Use appropriate language for school

While you may be accustomed to using informal grammar and language in chat rooms, emails or text messages with friends, when communicating with your online teachers or other administration, you should write in full, grammatically-correct sentences and with a respectful tone. Online teachers are professionals and should be treated with courtesy and respect. Sometimes it is tempting or easy to write things out of anger or frustration because communication is not in person. If you wouldn't say something to a teacher in person, then don't say it in an email or chat box.

Communicate and describe the problem effectively

If a student emails a teacher only to say "I don't understand the homework," this is not only unhelpful to the teacher, but it is going to cause a delay in you receiving help, as the teacher will have to write back to inquire as to what the problem is. Use the following guidelines to write your initial email to help you receive fruitful replies from your teacher:

- Describe the problem you are having and about how much time you have spent on trying to solve or understand it yourself
- Include what you have already tried to attempt to solve the problem
- Include page numbers or other relevant references
- Remember not to be tempted to write things out of anger or frustration

Netiquette and Digital Citizenship

The online learning environment provides plenty of avenues to interact with fellow classmates, teachers, and administrators, such as discussion groups, chat boxes, email, and Schoology messaging. Students should think about whether a comment or behavior is something that they would do in a physical school or classroom. If they wouldn't, then it's also not appropriate in an online classroom. It is especially distracting to have jokes, comments, or side conversations in live classes or in course Schoology discussions. Remember:

- Stay on topic
- Be respectful towards the moderator and other students
- Use appropriate language
- **THINK** before you type:
 - Is it **T**True,
 - is it **H**elpful,
 - is it **I**nspiring,
 - is it **N**ecessary,
 - and is it **K**ind?
- Remember that your **comments are marked in print forever**. If you don't want a parent or teacher to read the comment later, **don't type it**.
- The **Core Rules of Netiquette** are excerpted from the book Netiquette by Virginia Shea. Click on each rule for elaboration.
 - Rule 1: [Remember the Human](#)
 - Rule 2: [Adhere to the same standards of behavior online that you follow in real life](#)
 - Rule 3: [Know where you are in cyberspace](#)
 - Rule 4: [Respect other people's time and bandwidth](#)
 - Rule 5: [Make yourself look good online](#)
 - Rule 6: [Share expert knowledge](#)
 - Rule 7: [Help keep flame wars under control](#)
 - Rule 8: [Respect other people's privacy](#)
 - Rule 9: [Don't abuse your power](#)
 - Rule 10: [Be forgiving of other people's mistakes](#)

2. Time-management skills

While there are live “in-class” components of your online class where attendance is required, much of the work for the class is done outside of live class time. The flexibility of not having to spend all day in class really allows students to work around extra-curricular activities and family schedules. However, this flexibility can be a huge drawback to students who are prone to procrastination or who struggle with maintaining a study routine without constant reminders from a parent or teacher. Students who succeed in the online environment are those who come to class on time, log into Schoology each day and work on making progress every day.

To be affective at time management, follow these tips:

- Plan a weekly schedule for yourself that builds in time to do “out-of-class” work *every day* for each online class you are taking. If you like to keep Fridays free for traveling or extra-curricular activities, make sure you build in extra “out of class” work time Monday-Thursday.
- Most courses will have major assignments due at some point during the semester, such as papers, projects, lab reports, or exams. Keep abreast of the due dates for these major assignments and mark them on the calendar as soon as you have that information.
- Use a daily planner to make a "To Do" list for your day, and check items off the list as you complete them. It takes time to develop good habits, but over time, you'll start to enjoy the satisfaction that comes from being well-organized and accomplishing important tasks.
- Don't get behind! One of the biggest triggers for the downward spiral into failing an online class is a student who puts off or gets behind on work. Stick to deadlines and don't make excuses!
- Don't wait to upload an assignment until five minutes before the deadline. What if your computer freezes or needs to be rebooted? Be conscientious of deadlines and be proactive about getting them in on time.

3. Technical Skills

Depending on the course, you may be required to turn in assignments in differing formats for ease of grading. Most of these formats are easy to create, but pay attention to what your teacher is asking of you. The following are some basic skills you should know before starting your online course:

- Creating new documents in a word processor, preferable Microsoft Word
- Creating PDFs from a Microsoft Word Document
- Making digital images of your work either by scanning or taking digital pictures
 - Importing these digital images of your work into a Microsoft Word Document and scaling it appropriately
- Ability to browse the internet
- Ability to download software
- Ability to type quickly (30+ words/minute or higher recommended)

Getting Tech Support

Sometimes we need help to troubleshoot an issue. When that occurs, please consider the following:

- Who is the appropriate person to contact?
 - If in live class and having connectivity issues, contact tech support.
 - If I can't login to Schoology, contact tech support.
 - If I don't see an assignment on Schoology my teacher said would be there, **contact your teacher.**
- Consider whether your request is truly urgent. Our tech support should respond within 24 business hours to your request whether it is urgent or not. However, understanding whether you have an urgent matter is important when requesting help so we can triage requests.
 - **Urgent Requests: Go to <https://www.kolbe.org/techsupport>** and chat with live tech support.
 - Cannot access a course and live class is going to begin in the next hour.
 - Can't log into live class. Make sure you include **which class, what time it begins, and your mykolbe email address.**
 - A teacher is missing from class.
 - **Non-Urgent Requests: Submit a ticket or start a live chat at www.kolbe.org/techsupport**

- Missing a course enrollment in Schoology (i.e. I see my history class, but don't see literature?)
- Lost passwords and usernames. Remember to keep this information handy during the year.
- Schoology issue, such as inability to view an assignment, upload an assignment etc.
- Missing login information for a textbook companion site such as the Sadlier e-license, Virtual Biology Lab, or foreign language sites.
- Describe the problem effectively. Emails to tech support such as "I don't know my login" or "I can't login" are not helpful for getting you quick and complete help. Make sure to include the following information when requesting help:
 - Include your first name, last name, and mykolbe email in your email.
 - Describe the problem you are having and what you have done so far to troubleshoot.
 - Include the exact URL where the problem is occurring (i.e. kolbe.adobeconnect.com or www.kolbe.org).
 - Take screen shots of the problem to show exactly what you are seeing. That will help our tech support team recreate the issue.
 - Remember not to be tempted to write things out of anger or frustration. We know that tech problems are frustrating, but they are part of learning online. We will help you as soon as possible.

4. Reading, writing and note-taking skills

Reading and writing are ingrained into Kolbe's curriculum and even more prevalent in the online classes.

- Make sure you or your parents have secured the proper edition of your textbook. Kindle and e-books do NOT always have page numbers, which can make it difficult to follow along with the quick pace of your live class. Kolbe recommends purchasing all books through the Kolbe book store at <https://books.kolbe.org>.
- You should be prepared to read a lot of material on the computer screen as well.
- In order to type 30 wpm (words per minute), students should have learned to type efficiently, skillfully, and accurately. After that, it just an increase in speed which requires practice. A nice goal for students entering online courses is to increase typing skills to around 40+ wpm. But, at minimum, students should be typing 30-35 wpm.
- Kolbe courses will involve writing papers and reports. Plan on taking a Composition Bootcamp during the summer if you need to improve your writing or allowing extra time to work on composition for writing-intensive classes such as Literature and History.

5. Avoid Distractions

- Consider keeping any video games on a separate computer in your house so as not to tempt yourself to play.
- Turn off your cell phone/iPod during the hours that you will be "at" school. If you were in a traditional school setting, most likely this would be a requirement of all students during classes. Make it a rule in your homeschool.
- Beware of the time easily lost in surfing the Internet. It is easy to get pulled into distractions such as Facebook, Twitter, news sites, or YouTube. Make a rule for yourself that the only tabs you have open are for Schoology and Adobe Connect.
- Work out a quiet place with your parents that avoids television or sibling distractions.
- Make sure your study area has good lighting and comfortable seating to avoid eyestrain or other discomforts.

Enrollment Policy

Before class enrollment can take place, the parent must fill out the application for admission for all new students. Once the application is approved, you will be emailed a link to a form allowing you to enroll for online classes. Returning students will re-enroll each year using a link sent to the parent via email.

Special Needs

Some students have special needs that are met easily in the online environment without special accommodations. However, some students do need specific accommodations. Students who have special needs that will require accommodations such as extended test taking or assignment modification must speak with the Dean of Students prior to enrolling. Please make sure to fill out the admissions form with as accurate information as possible in order for us to gauge whether your child's needs can be accommodated. If your student has an IEP, please make sure to provide it.

If necessary, we will work with you to develop an Accommodation Plan. This document will outline any accommodations or modifications your student requires to best meet their educational needs. This plan will be included in your student's records, where it may be useful for requesting accommodations for standardized testing or for admission to another school.

Kolbe Academy Graduation Requirements

Earning a Kolbe Academy Diploma

Kolbe Academy offers an Eighth Grade diploma and three different high school diploma types: Summa Cum Laude, Magna Cum Laude and Standard. To earn a diploma from Kolbe Academy, students can use any combination of traditional homeschool courses, self-paced courses, online courses, or other sources such as community college, homeschool co-op, or alternate homeschool curricula. A student who would like to earn a diploma should make sure to fully enroll in Kolbe Academy and choose classes that will fulfill the requirements of the desired diploma type. If a student is transferring into Kolbe Academy in 10th-12th grade, please be sure to obtain a transfer student evaluation prior to choosing classes.

Choosing a Kolbe Academy Diploma

The high school diploma types exist for the sake of helping families decide what sort of course of study they wish to follow with their high school students. The diploma types are *not* the equivalent of receiving Summa Cum Laude or Magna Cum Laude ranking in school. However, they do reflect various levels of rigor in the courses of study pursued. Each has a different aim and focus, and thus different graduation requirements. Kolbe offers different options so that families can use and tailor the program to meet whatever goals they have. Each diploma has a specific course of study required, and has a minimum number of courses required in each area for graduation. Students are always welcome, and even encouraged, to exceed these minimum requirements.

Summa Cum Laude Diploma

The Summa Cum Laude diploma is for the student who wishes to pursue the most challenging course of study. It requires that the student use Kolbe's exact curriculum for all four years and requires four years each of math, science, literature, English, theology, history and foreign language. Additionally, of the core subjects of literature, English, theology and history, one honors course must be taken as a freshman, two as a sophomore, three as a junior and all four must be taken for honors as a senior. The Summa Cum Laude exceeds the requirements for college entrance and thoroughly prepares students for the rigors of a 4-year college or university. Approximately 5-10% of Kolbe's high school students choose to pursue the Summa Cum Laude diploma.

The Summa Cum Laude diploma is our least flexible course of study due to strictly following the Kolbe curriculum as laid out. This includes seeking the Kolbe Honors (OH or H) or Kolbe Core (OK or K) designation in all coursework.

Subject	Credits	Course Requirements (Home School or Online Courses)
Theology	40	Introduction to Sacred Scripture, Mass & the Sacraments/ ChHistI, Apologetics/ChHistII, and Morality/ChHistIII
English	40	4 high school English courses, taken at home, self-paced, or online
Literature	40	Ancient Greek, Ancient Roman, Literature of Christendom, and Modern Era Literature
History	40	Ancient Greece, Ancient Rome, Era of Christendom, and US & Modern History
Mathematics	40	including PreCalculus or higher
Science	40	Biology with Lab, Chemistry w/ Lab, Physics w/ Lab, Elective Science
Foreign Language	40	Either 20 credits of Latin and 20 credits of another foreign language, or 40 credits of Latin
Visual/Performing Arts	20	
Physical Education	20	

ALL substitutions to Kolbe Academy curriculum must be **PRE-APPROVED in writing** by an Academic Advisor from Kolbe Academy. Note that substitutions are generally not approved for Theology, English, Literature, or History, and typically only college course substitutions are approved for Math, Science, and Language if pre-approved.

Magna Cum Laude Diploma

The Magna Cum Laude is our college preparatory diploma, and is designed to exceed the admission requirements of most state universities. It provides an academically rigorous course of study while allowing for more flexibility than the Summa Cum Laude diploma. Students are required to take five combined classes in English and literature, four in theology and three in math, science, history and foreign languages, including requirements for specific subject areas within each discipline. Students and parents may substitute other high school level courses in place of the courses that are offered by Kolbe, so long as they are grade-level appropriate.

The Magna Cum Laude is the perfect diploma for the student who is preparing for college and may not want the full workload of the Summa or who wishes to have greater flexibility than the Summa diploma allows. Students may opt to follow the Kolbe curriculum as closely as they desire, including, but not limited to, seeking the [Kolbe Honors \(H or OH\)](#) or [Kolbe Core \(K or OK\)](#) designation in coursework. To graduate with the Magna Cum Laude diploma, students must fulfill the following course requirements by using either Kolbe courses or other high school-level courses:

Subject	Credits	Course Requirements
Theology	40	
English & Literature	50	at least 20 credits of Literature
History	30	10 credits of World History and 10 credits of US History
Mathematics	30	Algebra I, Geometry, and Algebra II or higher
Science	30	Biology, Chemistry, and a Physical Science
Science Lab	-	2 years of lab work from the areas of Biology, Chemistry, or Physics
Foreign Language	30	at least 20 credits in the same language
Academic Electives	20	from academic areas only
Visual/Performing Arts	10	
Physical Education	20	

Standard Diploma

The Standard Diploma exceeds the State of California's high school graduation requirements and is designed for the student who needs to make significant changes to the course of study or who may not be planning on attending a four-year college immediately after high school. It offers the greatest flexibility of our diplomas while still offering the opportunity for an academically rigorous education, albeit in a highly customizable fashion. Students may choose to follow any, all, or none of Kolbe's core curriculum so long as the minimum subject requirements are met. It is important to note that the minimum graduation requirements for the Standard Diploma may not meet the admission requirements of many four year colleges.

The Standard Diploma offers the most flexible course of study for parents. Students may opt to follow the Kolbe curriculum as closely as they desire, including, but not limited to seeking the [Kolbe Honors \(H or OH\)](#) or [Kolbe Core \(K or OK\)](#) designation in all coursework. To graduate with the Standard Diploma students must fulfill the following course requirements by using either Kolbe courses or other high school level courses:

Subject	Credits	Course Requirements
Theology	30	
English/Literature	30	
History	30	10 credits of World History and 10 credits of US History
Mathematics	20	at least Algebra I or higher
Science	20	10 credits of a Biological Science and 10 credits of a Physical Science.
Foreign Language or Visual/Perf Arts	10	students may either take one year of foreign language or 2 years of a visual performing arts
Physical Education	20	
Electives	20	may be academic (4 semesters) or non-academic electives (8 semesters) or some combination totaling 20 credits

Eighth Grade Diplomas

Kolbe Academy also issues diplomas for our eighth grade graduates. In order to receive a diploma for graduation from 8th grade, a student must:

1. be enrolled with Kolbe Academy for all of the 8th grade year.
2. be taking at minimum 5 academic courses including Religion, English, and Math
3. have on file with Kolbe Academy the 6th and 7th grade student records either from another school or your own homeschool

Diplomas & Credits

A passing grade is a D- or above at the semester. Passing grades receive 5 credits per semester per academic course. Semester grades are calculated into the GPA.

Students must receive a C- or above in all required coursework in order to qualify for receipt of the Magna or Summa Cum Laude Diplomas.

Grade Scale – **NEW SCALE for 2018-19**

A slightly altered grade scale will be put into place for the 2018-19 School Year. All Honors and AP courses are weighted with an additional 1.0 points per letter grade as outlined in the table below. Students are encouraged to match their abilities with the challenges of a course in a realistic manner. Serious consideration should be given to selecting student coursework, since the grade of a course is the basis for computing the student's GPA.

Grade	GPA	Honors GPA	Percent	Grade	GPA	Honors GPA	Percent
A+	4.0	5.0	97-100	C-	1.7	2.7	70-72
A	4.0	5.0	93-96	D+	1.3	2.3	67-69
A-	3.7	4.7	90-92	D	1.0	2.0	65-66
B+	3.3	4.3	87-89	F	0.0	0.0	0-64
B	3.0	4.0	83-86	P	-	-	65-100
B-	2.7	3.7	80-82	W	-	-	-
C+	2.3	3.3	77-79	I	-	-	-
C	2.0	3.0	73-76				

If your child receives an Incomplete (“I” with a letter grade, e.g. “I/C+”), the instructor has indicated that he or she is waiting on additional work before assigning a final grade to the student. The grade of “Incomplete” is only available in extenuating circumstances. If a teacher gives an “Incomplete” grade to a student, the student must complete the work in a timely fashion as determined by the teacher in consultation with Kolbe Administration, or the final grade will be marked as the grade earned without the incomplete work.

If your child’s grade is marked Withdrawn (“W”), this means you have withdrawn the student from this online class after the drop/add course date, but previous to the last day to withdraw from a class for the semester (see calendar for dates). A parent may send in an [Online Course Resubmission Form](#) with the home school samples to **replace** a “W” with a new homeschool grade. Otherwise, the W will remain on the transcript.

Credit Recovery

Students who receive a failing grade and need to retake the course to graduate with a Kolbe diploma may do so using one of the following two credit recovery options. Note that the original course that received the F is not *replaced* by the new course on the transcript, and the F is still averaged into the GPA once the credit recovery course has been completed.

1. **Retake the course as an online course.** A student can opt to retake the online course during the following school year. The previously earned grade will remain on the student transcript. A new passing grade will be calculated into the GPA and will be credited toward graduation requirements. Full tuition and fees apply.
2. **Retake the course as a homeschool or self-paced course.** A student can opt to retake the course using the equivalent Kolbe Academy home school or self-paced course. Submit [this credit recovery form](#) with the students completed home school sample work. Homeschool and self-paced enrollment fees apply. Please email registration@kolbe.org if you would like to complete credit recovery using a home school course.

Total Hours for In and Outside of Class Work

This chart outlines the number of total hours required for courses offered online by Kolbe Academy for the average student. The hours include both in-class and out-of-class hours. It does not include breaks, and will vary by student ability, diligence, and focus. Note that if a Junior High Student is taking a High School level course, he should plan to spend the same number of hours required of the high school course. For example, Intro to Physics and Chem is considered a high school level course.

Subject	Junior High School (avg hrs/week)	High School (avg hrs/week)
Religion	3-4	4
English	5-6	4-5
Literature	4	5-6
History	4	5-6
Math	5-6	5-6
Science	4	5-6
Language	4	5
Total	29-32	32-38
Honors/AP	--	Add 1-3 each

Advanced Placement (AP®) Exams

The burden of taking the AP® exam is on the parent and student. Kolbe Academy does not locate or provide a physical setting for students to take the exam.

The following information is taken directly from the College Board's website:

If you are a home-schooled student, you are preparing on your own, or you attend a school that does not offer AP®, you can still take the exams by arranging to test at a participating school or authorized test center (for students outside the U.S.). Call AP® Services for Students no later than March 3 to get the names and phone numbers of local, participating AP® Coordinators who have indicated a willingness to test outside students. Then contact the AP® Coordinators identified by AP® Services for Students no later than March 17. When calling AP® Coordinators to arrange testing, be sure to tell them:

- You are trying to locate a school willing to administer exams to home-schooled students or students from schools that do not offer AP® Exams.
- The exams you plan to take.

Once you locate a school willing to administer your exams, that school's AP® Coordinator is responsible for ordering your exam materials, telling you when and where to report for the exams, and collecting the exam fees, which may be negotiated to recover additional proctoring or administration costs. That school must administer the exams for you; the school cannot forward exam materials to you or your school for handling. You must bring a valid government- or school-issued photo ID with you to the exam.

On exam day, you must not use the school code of the school at which you test. You need to use your school's code so your exam score(s) will be reported to your own school. Be sure to obtain your school's six-digit code from your principal or school counselor in advance of the exam. **[Kolbe's Code is 052084.]** If you are home-schooled, use the state or international home-school code given to you on the day of the exam.

Subsidiarity

It is the goal of Kolbe Academy Home School to encourage every home schooling family to be independent, self-reliant, and totally confident in the education of their children in the home. Kolbe Academy understands and appreciates that parents, in making the decision to homeschool, have not chosen to abdicate or delegate their responsibility as the primary educators of their children, but to embrace that responsibility. Often, homeschool families find that they need additional help in fulfilling that responsibility. As such, the online courses offered at Kolbe Academy often fit that need and become a tremendous help to the family.

With that in mind, it is also important to realize that when enrolling your child in an online course, you are, in fact, delegating some of your educational authority to the Instructor for that particular course and to Kolbe Academy in general. Specifically, it is important to understand that you are delegating the following duties:

1. Course plan content
2. Number, breadth, and depth of assignments
3. Assessment
4. Grading of all assignments
5. Final quarter and semester grades

By enrolling in online courses, the parent acknowledges that the teacher has the authority to give assignments, perform assessments, and assign grades at his/her discretion. Comprehensive daily and/or weekly work will be part of the student's overall grade. Course requirements and expectations must be adhered to. It is the student's responsibility to be prepared for each class. It is the student's responsibility to make up for any work missed due to an absence and to understand that late or missing work may affect the final grade.

If, at any point during the school year, you find that you need to take that responsibility back, Kolbe Academy will assist you in this process. However, please note that you child's coursework will need to be resubmitted to

Kolbe Academy for homeschool credit and will no longer receive the OK or OH course designations indicating that the grade is instructor-assigned.

Parent Role in an Online Course

Since Kolbe Academy is not a physical school and online courses are not held as frequently as at a regular school, it is especially important that both parents and students stay on top of the assignments, timelines, and grades of the student. To help ensure success of your child in online courses, it is critical that parents strive to do the following:

1. Always know the login and password information of your child(ren), including their Schoology account, Adobe Connect account, and personal email.
2. Make sure updated email addresses and phone numbers of both the parent and student are on file with Kolbe.
3. Read all Kolbe communication that is emailed out on a periodic basis.
4. One parent in each family will receive a login to Schoology which will be associated with their child(ren)'s Schoology account. During Orientation Week and the first four weeks of class, it is essential that you login to your parent Schoology account to check on assignment status, grades, and student communication to help your student be successful.
5. During the remainder of the year, you should login to your parent Schoology account at least every other week to help your student be successful.
6. Exams should be proctored by a parent or guardian. Be sure to adhere to exam and testing guidelines as outlined by each individual instructor. Proctoring is defined as a parent or guardian (college age sibling is ok) physically checking in on the student while an exam is being taken to help deter the student from the temptation to academic dishonesty. The proctor should be in the same household of the student and be aware of all honesty statements that the student and/or proctor must sign at the beginning or end of the exam. The proctor should be aware of whether an exam is open book or if any outside resources are allowed by the teacher. While the proctor is not required to sit next to or be in the same room as the student during the entirety of the exam, periodic physical check-ins while the student is taking the exam are required.

Level of Overall Involvement

As with any homeschool or traditional school course, parents are expected to have a level of involvement that is appropriate for their child. Students who have never taken an online class before should be monitored closely by a parent to insure that deadlines are being met and technology is not hindering the student. Once mastery of the online environment and flow of the class has been achieved, parents can feel confident in letting an independent learner take the reins. Other students who may require constant help with time management and focus should have a parent involved as needed to achieve maximum success in the course.

Grading & Teaching

While parents are not expected to grade or teach material from the online course, reinforcement of concepts or additional emphasis and discussion may be important for many students to succeed in the online course environment.

What to Expect from Your Child's Online Instructor

Kolbe Academy is committed to providing ongoing training and professional development for all of its teachers in both classroom management and curriculum implementation. We have a system of department heads and mentors to help review live classes, give constructive feedback to instructors, and to encourage collaboration and innovation among our instructors. Expectations for Kolbe Online Instructors are as follows:

- Teachers are required to check their email and Schoology accounts at minimum once per school day, Monday through Friday, not including holidays or breaks.
- Teachers will track all assignments and attendance in Schoology.
- Teachers will have a *minimum* of one assignment per week to be graded.
- Teachers will include a participation grade from either the live class or a topic of discussion in Schoology between live classes.
- Teachers will return graded assignments to students within a reasonable time for the student to use the feedback to improve understanding. A reasonable timeframe is considered to be about 1-2 weeks after the due date.

- Teachers may opt to hold office hours as needed.
- Occasionally, a teacher may need to reschedule class. If this should occur, the teacher is expected to notify the department head, parents, and students at least one week in advance except in an emergency. In case of an emergency, Kolbe or the teacher will contact parents and students as soon as possible.

Technology Expectations and Requirements

There is a learning curve to successfully completing and engaging in an online course. Be prepared to be equipped to meet the challenges of online learning. Please also make sure you meet the following technical requirements to complete this online course successfully.

- ✓ The student should attend one “tech check” as well as class orientation via Adobe Connect to ensure that the proper technological processes needed to complete the online course are learned. The dates and Adobe Connect links for “tech checks” will be available in the welcome packet email.
- ✓ You must have the necessary system requirements in order to participate in these courses ([click here for Adobe Connect 9 computer requirements](#)) ([click here to test your system](#)).
- ✓ A DSL/Cable connection or better for broadband internet access
- ✓ While tablets can be used with Adobe Connect, a computer or laptop is preferable to optimize class participation.
- ✓ A headset with microphone and earphones for the student's computer is required. Please note, the built-in microphone on a computer may not be used due to potential feedback problems.
- ✓ You must have access to a word processing program (such as Microsoft Word), a scanner (or digital camera that can upload clear images to a computer) and a printer for completing homework as assigned by each instructor.
- ✓ A webcam is required.
- ✓ To minimize audio issues and maximize internet bandwidth for the duration of the student's live online class, other uses of the internet should be minimized during the student's live classes. This means only running Adobe Connect during live sessions, no surfing on other internet sites or checking email during class and other members of the family minimizing their internet use during class.
- ✓ **Students should login to their Adobe Connect Online Class 10 minutes before class begins** to have their microphone checked. Once checked in, students should not log out of class, but they do not need to be active in the classroom until the actual class begins.

Technical Skills

Depending on the course you are in, you may be required to turn in assignments in differing formats for ease of grading. Most of these formats are easy to create, but pay attention to what your teacher is asking of you. Following are some basic skills you should know before starting your online course:

- Creating new documents in Microsoft Word
- Creating PDFs from a Microsoft Word Document
- Making digital images of your work either by scanning or taking digital pictures (an app like CamScanner is appropriate).
- Importing digital images of your work into a Microsoft Word Document and scaling it appropriately
- Ability to browse the internet
- Ability to download software
- Ability to type quickly (30+ words/minute or higher recommended)
- Microsoft Office: online course students qualify to receive Microsoft Office products free of charge

Microsoft 365:

- **All** students enrolling in online or self-paced courses will automatically receive a MyKolbe.org email address, which will be used to create Schoology and/or Adobe Connect accounts.
- A student's MyKolbe account also grants access to up to 5 downloads of Microsoft Office on different devices; it is up to the parent on whether or not to utilize this free service, but note that Microsoft Office is a requirement for online courses.

- Kolbe Academy requires email access for student communication with teachers in online courses. We take student privacy very seriously. Students are only granted access to teacher and Kolbe administration email addresses, and may only gain access to other another student's email address via parent permission using the School Directory. You can read our full online privacy policy [here](#).
- Online teachers are required to use the mykolbe.org email address to communicate with students. The parent's email account will be automatically copied on any incoming email messages sent to the student's mykolbe email account. If a student is 13 or younger, or in grade seven or lower, the parents email will be automatically copied on any outgoing email messages as well. If a student is in high school, it is still good practice for the student to copy his or her parent(s) on any outgoing emails to teachers.
- If the student is under 13 years of age and the parent does not wish for him or her to have access to email with a MyKolbe.org account, please submit a support ticket at kolbe.org/techsupport to request that email access be turned off. Please note that the student will still use a mykolbe.org address to access Schoology and Adobe Connect, however, he or she will not be able to send or receive emails. In this circumstance, all emails will be sent to and from the parent's primary email address instead.

Student Behavior and Responsibilities

Internet Safety

- It is important to not give personal information to others.
- Personal info includes email address, phone numbers, age, home addresses.
- Sharing account information, such as logins and passwords, is not allowed.
- Always err on the side of caution and **tell an adult** if someone is asking for this information or someone makes you feel uncomfortable.

Communication Expectations

- 1) In an online learning environment, the vast majority of communication is done by email and not by phone. While the Kolbe Academy office staff is available by phone, the expectation for communication surrounding your child's online course is that of email.
- 2) Teachers are required to check their email and Schoology accounts at minimum once per school day, Monday through Thursday, not including holidays or breaks.
- 3) Use the following guidelines to write your initial email to help you receive fruitful replies from your teacher:
 - Describe the problem you are having and about how much time you have spent on trying to solve or understand it yourself.
 - Include what you have already tried to attempt to solve the problem.
 - Include page numbers or other references.
 - Remember not to be tempted to write things out of anger or frustration.

Active Participation in Class

To remain actively enrolled, a student must be considered an active participant in class. If a student is no longer active in the class, that student's status may be changed to inactive. An active participant is defined as a student that turns in assignments on time. A student who has three (3) unexcused missing or late assignments in a semester is not considered to be an active participant in an online course and could be moved to inactive status by Kolbe Academy. Students who are made inactive may be withdrawn from the online course and changed to the self-paced course or may continue in the online course under "audit" status. A teacher will email the student and parent if he or she is in danger of becoming inactive. No student will be placed on inactive status without a conference between the Dean of Students and the parent. Although a teacher may warn a student of impending inactive status, only Kolbe Academy can actually change a student to inactive status.

If it is determined that a student should be withdrawn from the online course, please note the following:

- Students will no longer have access to the teacher for grading or correspondence.
- Online Kolbe Core (OK) or Online Kolbe Honors (OH) designation is removed from the course.
- Students may qualify to be given access to the self-paced classes and homeschool course plans for the online class if requested by a parent.
- No tuition refund is given for a student who becomes inactive unless there are extenuating special circumstances.

If it is determined that the student will continue in the online course as an auditing student, the following applies:

- Students are permitted to attend live class or other live study sessions.
- Participation grades are not given, although participation is still encouraged.
- The Online Kolbe Core (OK) or Online Kolbe Honors (OH) designation is removed from the course.
- Assignment extensions, reminders, or other accommodations will not be given.
- Teachers will continue to grade any material turned **if it is turned in on schedule**.

We desire for all of our students to succeed, and this policy is designed to catch any student issues early to prevent missing assignments from spiraling out of control. Kolbe is always willing to try to find a way to continue working with a student who wants to get back on track. If there is a difficult situation with which Kolbe Academy can help, please feel free to reach out to our advising office: advisors@kolbe.org or 707-255-6499 ext. 5.

Attendance Policy

Kolbe Academy realizes that there are times when a student has a legitimate reason for missing school (illness, family circumstances, etc.). However, students who are absent an excessive number of days should not expect continuous accommodation from their teachers concerning out-of-class help, and certainly put their grade, and overall learning, in jeopardy.

To encourage live attendance, which Kolbe Academy deems a very necessary part for success in the online classes, the following participation grade policy is in place:

- All teachers are required to include a 5-10% participation grade in their grading scheme. The method in which a student obtains the participation grade within the live class will vary from teacher to teacher, but overall will be an objective measure of the student attending and being engaged in live class.
- If a student misses class **for any reason** (sickness, traveling, funeral, wedding, internet outage, etc.), they may make up the participation grade by watching the recorded class and writing a one-paragraph summary on the missed class (not an essay). To receive the full participation grade for the missed class, the summary must be turned in within 7 days from the missed class. The teacher is not required to remind the student of this deadline.

In cases of extended absence due to a difficult illness or accident, the Dean of Students should be contacted by the parent to arrange accommodations. Teachers are not allowed to make arrangements for such extenuating circumstances.

Honors Seminar Attendance Policy

Honors seminar courses provide 80% of the overall honors *seminar* grade. **There are eight (8) classes per Honors Seminar for graded student participation and a project that accounts for the total seminar grade.** Should a student need to miss a class, he or she may watch the recording and earn up to 80% of the missed participation grade for the missed class by turning in a three-paragraph summary of the class.

Tardy Policy

Students are asked to sign into their online course 10 minutes before class begins to do a mic check. In the online environment, it can be tempting to slip into class unnoticed by the teacher after class has begun. However, coming late to class is not only disruptive to the flow of the already limited live class time, but it is also disrespectful towards teachers and fellow students. Each teacher will have their own policy on how tardiness is dealt with. A tardy is defined as signing into class for the first time after the teacher has begun class.

Late Assignment Policy

Due to the low frequency with which classes meet, assignments often have longer due dates compared to those in a traditional brick-and-mortar school. With that in mind and with appropriate scheduling, meeting deadlines for online students should be very realistic for students with all kinds of busy schedules.

Kolbe Academy understands that there are times when a student has a legitimate reason for turning in assignments late (illness, family circumstances, etc.). However, students who continually turn in assignments late should not expect ongoing or regular accommodation from teachers and should reasonably expect to see such behavior reduce their overall grade for the course. In every learning environment, but particularly in the online realm, keeping up with deadlines is directly correlated to how successful a student will be in the

course. Once a student gets behind, it can have a “snowball effect,” causing the student to have an extremely difficult time getting caught up.

For those reasons, Kolbe has adopted an intentionally strict late assignment policy. The intent of this policy is not punitive, but rather to reduce the incidence of student failure due to excessive late work. As educators, our goal is to lead our students to truly learn, which can only be done by doing the work. Thus, we strive to strike a balance between utilizing a declining scale for late work, including assigning a grade of zero for late work after a number of days, and providing a motivation for students to complete assignments so as to learn the material.

A student is in jeopardy of being made an inactive student if he or she has had **3 unexcused late or missing assignments in a semester for that class**. Additionally, the following apply:

- If the student turns an assignment in late, the assignment receives a reduction of **10 percentage points** (equivalent to one letter grade) per day that it is late unless arrangements with the teacher has been made. The assignment may receive a zero a full week after the original assignment was due.
- A student must email the teacher to make arrangements about assignment extensions. The teacher may choose to work with the student to give an extension on the assignment if the situation warrants it.
- Students who have received an excused extension from a teacher for an assignment should have a new agreed-upon due date for the assignment that is no more than one week past the original due date.
- Late assignments will not be accepted by a teacher after the end of the semester.
- In the case of extenuating circumstances, **a parent** should contact the Dean of Students who will work with the teacher to set up something appropriate for the situation.

Teachers will work with students on assignment extensions in the following cases:

1. Sickness
2. Medical or dental appointments, although parents are strongly encouraged to plan these around the student’s class schedule whenever possible
3. Serious home emergencies—death in the family, serious illness, or some unpredictable event
4. **Teachers are not required to give extensions due to family vacations or for personal days but may choose to do so given adequate notice.**

If an extension is given, then it does not count toward the three unexcused missing assignment count for inactive status.

Late Exam Policy

Due to the nature of the online environment and limited live classroom instruction, instructors often choose to do exams outside of class time. Students who are not able to meet a deadline for an exam **must have a parent** email the instructor as soon as the exam due date is announced. **Do not wait until the exam is open and live to inform your instructor of a conflict.** All students who must miss an exam for any reason must make that exam up within a week of the exam day. In the case of extenuating circumstances, **a parent** should contact the Dean of Students.

Academic Integrity Policy

Kolbe Academy takes academic honesty very seriously. Students who are suspected of academic dishonesty may be contacted first by the teacher as a warning depending on the severity of the offense. Continued abuse can result in suspension and/or expulsion from your online course.

Plagiarism is the use of another's words, ideas, and/or research without proper attribution to the source of that information. Plagiarism can be the deliberate representation of another's work as one's own or the unintentional failure to give credit to the proper source for borrowed information.

Cheating is an unwarranted use of materials in one's academic work. As a general rule, a student's work should not contain more borrowed information than the student's own original research, reason, and thought.

Please make sure that you know how to avoid plagiarism, and are aware that plagiarism and cheating are serious offenses that can follow them in their academic records.

Examples of Academic Dishonesty in a Kolbe Academy Online Course include:

- Using Kolbe Academy homeschool exams and/or answer keys to study for exams
- Treating exams as open book unless specifically granted by the instructor
- Using Google translate or other web translators for language courses
- Copying Wikipedia or other internet sources to answer homework or test questions
- Collaborating with other students, tutors, or parents to answer exam questions (unless specifically allowed by the teacher)
- Copying another student's work and presenting it as one's own
- Generally speaking, any student work that contains more borrowed information than the student's own original research, reason, and thought, can be considered academic dishonesty

If you're not sure if something is considered plagiarism or academic dishonesty, ask yourself the following questions:

- Does my work reflect my own knowledge, thoughts, or research? If it doesn't, have I properly cited the knowledge, thoughts or research of the source?
- Does participating in this action put me at an unfair advantage over other students in my course?

Academic Dishonesty Consequences

- 1st confirmed offense
 - The student is automatically placed on academic probation.
 - The student will be required to re-take the online plagiarism quiz offered through St. Thomas University in Houston and submit their results to the Dean of Students.
 - The instructor may choose to give an "F" grade or assign other additional work as a substitute for the plagiarized work. If additional work is assigned, it may be graded at a lower level than the work itself warrants on the face of it, as a penalty for the plagiarism.
 - The first offense is seen as a learning exercise with the goal to help the student form their conscience, so nothing official is placed in the student file.
- 2nd confirmed offense
 - Student is placed on academic probation.
 - An automatic zero on the assignment with no opportunity to redo is given.
 - A letter of reprimand is sent by Kolbe and kept in their file.
- 3rd confirmed offense
 - Student is placed on academic probation.
 - An automatic F for the semester is given in the course and the student will be withdrawn from the class.
 - A letter of reprimand is sent by Kolbe and kept in the student file.
 - A parent conference call may be required with the Dean of Students.
- 4th confirmed offense
 - May result in expulsion from Kolbe Academy.
 - **Offenses are cumulative among classes and remaining years in Kolbe.**

Academic Probation

Online learning, combined with Kolbe's rigorous curriculum, requires the dedication of both parent and student. Occasionally, students who may have been able to succeed in Kolbe's homeschool's curriculum, in another online program, or in another school, are not able to succeed in Kolbe's online program. If that is the case, Kolbe would like to ensure students are given the chance to succeed by monitoring student progress at the mid-semester and semester. Struggling students will be monitored in the following way:

1. Any student who earns below a D- at the mid-semester will automatically be put on academic probation. An email notification will be sent to the parent by the Registrar if this occurs.
2. Any student who earns below a D- at the semester will automatically be on academic probation for the following semester, and a plan for credit recovery will need to be discussed with the Dean of Students.
3. If a student earns below a D- in two or more online classes for both semesters of a required class for the student's diploma type, the student may be asked to continue their education in an environment where they can succeed.
4. A student will also be placed on academic probation if caught cheating or plagiarizing on an exam or in an assignment.

When a student is put on academic probation, the following actions are taken to help eliminate distractions for the struggling student:

1. Student is removed from all Schoology group discussion boards for the remainder of the semester and/or school year.
2. The parent may arrange a conference call with the Dean of Students to discuss success strategies.
3. In the case of plagiarism or cheating, parents will be notified via email that plagiarism or cheating has occurred.

Calendar & Dates

The School Calendar can be found at the following link:

<http://www.kolbe.org/courses/online/calendar/>

Tech Check Week

During Tech Check week, Kolbe Academy begins having live chat support during the regular school day and is available to help you with any tech support issues you may have. During tech check week, you should be sure to get your computer ready for Adobe Connect by testing the settings and completing an Audio Configuration test. During tech check week, be sure to test all your logins and make sure you see all your courses listed in Schoology and Adobe Connect. If you find anything missing or need help, submit a tech support ticket or chat with our live tech support help by going to kolbe.org/techsupport.

Student Orientation Week

Each teacher will go over the syllabus, technology requirements, and classroom rules during orientation week. Orientation week is also set up to make sure all technical glitches have been worked through to keep from wasting valuable class time when actual classes begin. Teachers may give assignments during orientation week that involve testing out the technology, placement exams or assessments, and/or reading assignments in preparation for the first class.

All students must attend their regularly scheduled class during orientation week (see [calendar](#)) as outlined here:

- If a class meets twice/week, students only attend the SECOND instance of the class. For example, if your Algebra 1 class meets Mon/Wed at 9:00 AM, it will only meet on WEDNESDAY at 9:00 AM during Orientation week.
- If your class only meets once/week, you will meet on your normal scheduled day and time during orientation week.
- All labs will meet during Orientation Week as regularly scheduled.
- Honors Seminar will NOT have a live orientation. Rather, teachers will provide a recording for seminar orientation.

All students are required to complete Kolbe Academy's Student Orientation course by the Monday after Orientation Week. Students will be placed into the course on or before August 1st. Kolbe Academy estimates that it will take returning students 1-2 hours to complete and new students 2-3 hours to complete. The Student Orientation course goes over the student handbook, general school information, use of technology, netiquette, internet safety and academic honesty. Upon completion, students will receive a personalized certificate to turn into his or her teacher(s) due the Monday after Orientation Week.

Parent Orientation

At least one parent **MUST** attend one parent orientation session during orientation week. Dates and times will be announced on the [school calendar](#).

Exam Weeks

All semester exams (and mid-semester exams for Theology, History, Literature, and English) will be open for a **four-day exam periods** indicated on the school calendar. **NO** regularly scheduled classes will be held during semester exam weeks (and mid-semester exam week for Theology, History, Literature, and English). Parents **MUST** proctor exams during exam weeks, and so it is prudent for both parents and student to come up with an exam schedule that suits the individual family. For example, a student that is taking six online classes may want to plan to take two exams per exam day so as not to overwhelm the student. Students that do not complete the exams during the set exam days will not be able to make up exams at a later date unless there are extenuating circumstances.

Proctoring is defined as a parent or guardian (college age sibling is acceptable) physically checking in on the student while an exam is being taken to help deter the student from the temptation of academic dishonesty. The proctor should be present in the student's home and be aware of all honesty statements that the student and/or proctor must sign at the beginning or end of the exam. The proctor should be aware of whether an exam is open book or if any outside resources are allowed by the teacher. While the proctor is not required to sit next to or be in the same room as the student during the entirety of the exam, periodic physical check-ins while the student is taking the exam are required.

Refund and Withdraw Policies

Terms and Conditions can be found here on our website:

<http://www.kolbe.org/admissions/enroll-today/terms-conditions/>

Refund and withdraw policies can be found here on our website:

<http://www.kolbe.org/admissions/tuition/withdraw-refund-policies/>