



**ADVANTAGES**  
SCHOOL  
INTERNATIONAL

# **General Online Policies and Procedures**



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# General Online Policies and Procedures

## Criteria for Enrollment

Online courses can provide opportunities for students to attend anytime from anywhere; however, studies have shown that often students are unprepared for the challenges inherent with this method of delivery. 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 the 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.

In order 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 or RAM.

- 2) A recent version of the browser.
- 3) Chrome is recommended over Firefox. Internet Explorer is least recommended.
- 4) DSL Internet connection or faster.

The browser producers define the minimum hardware requirements.

## Academic Policies

### **Refund Policy**

Registration Fee is non--refundable. 50% Tuition is refundable within the first 5 days.

### **Progress Policy**

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

It is essential that the student and teacher maintain regular contact. To ensure that our students are aware of this commitment, the process outlined below will be followed:

- If the student does not log on within a period of seven (7) consecutive days, the student and parent or school will be notified via an internal and external email by his/her teacher(s).
- If the student does not respond to the first notification by submitting assignments or gaining access within seven (7) days the teacher(s) will make contact with the student again and the parent or school, this time by a phone call and another internal/external email.
- If the student has not accessed their course(s) for three (3) months the student will be dropped from their course(s). If a student is dropped, there will be no refund of

monies paid for the course. A student may be re-enrolled. \$50 re-enrollment fee applies.

Students may request a delay in the pace charts by writing the teacher in advance.

## **Plagiarism / Honor Code Policy**

Advantages' 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 offenses.

Cheating includes: copying another person's work and representing it as your own; acting contrary to the teacher's 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/iPad/phone for use accessing answers; and aiding or abetting another student in cheating.

Students who engage in academic dishonesty should expect serious consequences. At a minimum, students involved in breaches of academic integrity will receive a failing grade for the assignment with the possibility of a lower or failing course grade.

In addition, multiple incidents of academic dishonesty may be referred to the school administrator. Repeat offenders will be recommended for expulsion.

## Payment Policy

Payments are due within 15 days of invoice. If account goes 32 days past due, access to curriculum will be denied until account is paid in full. Transcripts will not be issued if account is not current.

## NCAA Candidates

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

## Pass-Fail Option

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

## Incompletes

Incomplete grades may be given at the discretion of the teacher. Refer to the student's home school's policy about the timeline for the completion of incompletes.

## Report Cards and Progress Reports

Grades for classes will be posted within five days of the final being submitted. Unofficial transcripts can be printed via the ASSIST platform. Official transcripts can be ordered by clicking on the following link: <https://transcript.advantages-dls.com/>

## Final exams

Final exams are locked until arrangements are made with the teacher. This is our way of proctoring the finals. Students cannot access the final until the units are all complete.

## Academic Dishonesty

Academic dishonesty in online classes will not be tolerated. Academic dishonesty includes, but is not limited to, dishonesty on homework or in test-taking, including the attempt to get credit for another's work, assisting another student in such an attempt to otherwise obtaining answers illicitly or illegally. Students engaging in academic dishonesty will receive a zero on the assignment. In addition, teachers will refer incidents of academic dishonesty to the administration for discipline.