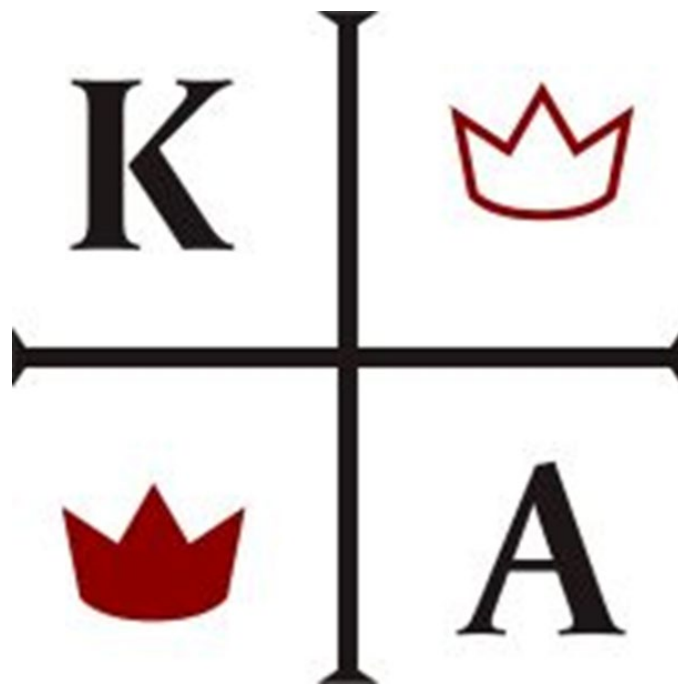


# Parent and Student Handbook 2021-2022



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*Ad Majorem Dei Gloriam*

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## Our Mission

Dedicated to the pursuit of truth, wisdom, and virtue as the primary and prescriptive ends of education in the Catholic tradition, Kolbe Academy aids students in acquiring the skills of the liberal arts, assists in forming classically educated students to develop a mature intellect and cultivates openness to the call to holiness.

## Our Vision

Kolbe Academy supports families in forming classically trained young men and women according to the unbroken tradition and teachings of the Catholic Church. Following in the footsteps of our patron, St. Maximillian Kolbe, we purposefully utilize technology to provide distance learning and comprehensive tools to students and home educators worldwide. Kolbe Academy is committed to the pursuit of truth, wisdom, and virtue as the primary end of authentic education, all for the greater glory of God.

## Subsidiarity

The principle of subsidiarity states that nothing should be done by a larger and more complex organization that can be done as well or better by a smaller and simpler organization. It is the goal of Kolbe Academy to encourage every 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 educate at home, have chosen not to abdicate nor delegate their responsibility as the primary educators of their children, but to embrace that responsibility.

Kolbe Academy offers parents a general framework within which they have the freedom and responsibility to make the day-to-day decisions in their children's education. The principle of subsidiarity is at work as parents are free to adapt all Kolbe materials to suit their situation and are best able to determine the pace at which a student progresses.

## Contacting Kolbe Academy/HSLDA & CEEB Codes

Departments	Telephone	E-mail
Academic Services (Advisors)	707-255-6499 ext. 5	<a href="mailto:advisors@kolbe.org">advisors@kolbe.org</a>
Accounting	707-255-6499 ext. 3	<a href="mailto:accounting@kolbe.org">accounting@kolbe.org</a>
Admissions/Enrollment	707-255-6499 ext. 2	<a href="mailto:admissions@kolbe.org">admissions@kolbe.org</a>
Book Store	707-255-6499 ext. 4	<a href="mailto:orders@kolbe.org">orders@kolbe.org</a>

Topic	Contact Information
Technical Help during live online classes	Initiate live-chat with tech support at <a href="http://www.kolbe.org">www.kolbe.org</a>
Technical help for all other issues	Submit a tech support ticket or initiate a live-chat with tech support at <a href="http://www.kolbe.org">www.kolbe.org</a> .
Course Information, Changes, and Enrollment	Contact your advisor or contact: <a href="mailto:admissions@kolbe.org">admissions@kolbe.org</a> or call 707-255-6499 ext. 2
Diploma Questions & Graduation Requirements	Contact your advisor or contact the Advising Dept. <a href="mailto:advisors@kolbe.org">advisors@kolbe.org</a> or call 707-255-6499 ext. 5
Payment plans (Smart Tuition management)	<a href="https://www.enrollwithsmart.com/">https://www.enrollwithsmart.com/</a>
Special Needs	Contact your advisor or contact the Advising Dept. <a href="mailto:advisors@kolbe.org">advisors@kolbe.org</a> or call 707-255-6499 ext. 5
Sample Work and Grade Reports Submissions	By mail: 1600 F Street, Napa CA 94559 By e-mail: grades K-8 <a href="mailto:k8reports@kolbe.org">k8reports@kolbe.org</a> grades 9-11 <a href="mailto:hsreports@kolbe.org">hsreports@kolbe.org</a> grade 12 <a href="mailto:seniors@kolbe.org">seniors@kolbe.org</a>
Course of Study Updates	A link to the Course of Study Update form may be found on our website.
Transcript Requests	Order online through Parchment: <a href="https://www.parchment.com/u/registration/369945/account">https://www.parchment.com/u/registration/369945/account</a>
Withdrawals	Contact your advisor or contact the Advising Dept. <a href="mailto:advisors@kolbe.org">advisors@kolbe.org</a> or call 707-255-6499 ext. 5

HSLDA Kolbe discount code	295160
CEEB (College Board): PSAT/NMSQT, SAT and ACT Kolbe code	052084

## Admissions/Enrollment

### Student Age Requirements

Kolbe Academy has no specific minimum age requirements for students enrolled with us in our Full Time Standard or Full Time Flex programs. For the Kolbe Online Elementary program, students must be the age of 5 by September 1<sup>st</sup> of their Kindergarten school year (6 by September 1<sup>st</sup> of First Grade year and so on) unless approved by Dean of Students. We do not admit new 12<sup>th</sup> grade students after they have reached the age of 19. The maximum age at which a student may earn a high school diploma with us is 19, and those students graduating at the age of 19 must be returning students (not 12<sup>th</sup> grade transfer students). Special needs high school students may be able to graduate later than age 19 based on a case-by-case evaluation of an individual student's educational history with us. Kolbe Academy does not provide adult education classes.

### New Student Application Process

Kolbe Academy's application process begins on our website. After completing an Enrollment Application on our website, parents will receive an e-mail with a link to complete the Student Enrollment Form for each of their students. After completing the Student Enrollment Form, parents will be able to select traditional, self-paced, or live online courses for each enrolled student. High school students and students taking online courses will have their enrollment reviewed by an Advisor. Please visit our website or contact an Advisor in the Academic Services Department for more information about the application and enrollment process and our tuition rates, and fees.

### Returning Student Enrollment Process

Parents of students enrolled in Kolbe during the previous school year will receive a re-enrollment e-mail from Kolbe Academy. This e-mail is usually sent in early March. The e-mail will contain a "snap code" which may be used to link to an enrollment form pre-populated with contact and academic information specific to each individual student.

### Academic Preparation and Prerequisites

Typically, Kolbe Academy allows parents to select course plans two years above or below their student's enrolled grade level for kindergarteners through eighth graders on the

enrollment form. Please contact Admissions if you would like to select a course outside of the range offered on the enrollment form. High school students may choose from the courses offered in all four years of high school on the enrollment form. In Junior High and High School, some of the math, science, and language courses have pre-requisites or co-requisites for enrollment. Please see course descriptions for details.

You may choose to have your child take Kolbe’s informal grade level or subject assessment tests to help determine the best placement for your student. Standardized testing is also available through Kolbe. For more information, please see our website, [www.kolbe.org](http://www.kolbe.org), under the Testing tab or contact the Advisors in the Academic Services Department.

## Withdrawal and Tuition Refund Policies

Kolbe Academy respects the fact that life is unpredictable and that it may become necessary for you to withdraw. However, we have secured teachers and staff based on enrollment. In consideration to you, we offer the following refund policies:

Terms and Conditions can be found on our website

Refund and withdraw policies can be found on our website.

To Withdraw from any of Kolbe’s programs, please contact the Admissions Department.

## Transfer Students

Kolbe Academy welcomes transfer students at all grade levels.

### Grades 1-9 Transfer Students

There are no special requirements that must be met by students transferring into Kolbe Academy in grades 1-8 or entering grade 9. We will provide you with a “Request for Release of Records and Transcript of Credits” form after you enroll with us. You may use this form to transfer your student’s records to us if you would like us to keep them in the cumulative files for your student. You are not required to send previous grade records to us.



## Grades 10-11 Transfer Students

Students transferring into Kolbe Academy in grades 10 and 11, or entering midway through grade 9, must have a transcript evaluation completed by an Academic Advisor. The transcript review will take place during the admissions process. Based on the transcript review, an Advisor will make curriculum choice recommendations which will enable the student to earn a diploma with us at the end of Senior year. Please visit our website for transcript evaluation fee information.

## Grade 12 Transfer Students

Students transferring into Kolbe Academy in grade 12 must have a transcript evaluation completed by an Academic Advisor. The transcript review will take place during the admissions process. Based on the transcript review, an Advisor will make curriculum choice recommendations which will enable the student to earn a diploma with us at the end of Senior year. Transfer students entering the 12<sup>th</sup> grade who have not previously been enrolled with Kolbe during high school are required to take at least 4 full-year academic courses (40 credits) during their Senior year, at least 4 of which (40 credits) must be Kolbe courses from the subject areas of English, Literature, Theology, History, Math, Science, or Foreign Language. These requirements also apply to transfer students entering the 11<sup>th</sup> grade who wish to complete high school in three years. Please visit our website for transcript evaluation fee information.

## Student E-mail Policy

Kolbe Academy provides each online and self-paced student in grades 6-12 with a MyKolbe email address. Traditional students in grades 6-12 may opt to receive one if requested by the parent. **Online and Self-Paced students are required to correspond with all Kolbe Academy faculty and staff using their mykolbe.org email address. Parents of online K-5 students must email with the teacher; K-5 students are not allowed to correspond via email with their teachers.**

MyKolbe email addresses are to be used for school and educational purposes only. As such, students are only allowed to communicate with the following:

- Parent email address(es) on file
- Primary educator email address on file
- Kolbe Academy administrative and support staff
- Teachers regarding schoolwork
- Other students, as approved by parent and for projects assigned by a teacher

- Other educational institutions (.edu email addresses)
- Kolbe approved domains (i.e., Schoology, Sadlier-Oxford, etc.)

**NOTE:** *We strongly discourage students from using their MyKolbe email address during college application processes, as students will lose email access after they graduate from Kolbe.*

Students are not allowed to use their email addresses for the following:

- Personal correspondence with other Kolbe students *unless* approved by a parent
- Correspondence with external email addresses other than parent email address(es) on file.
- Registration for services or subscriptions for personal use unless school related.

Kolbe Academy takes student privacy very seriously. Our email security policy is intended to protect students and defer to parental authority. As such, our rules will block all inbound and

outbound email from external domains that are not on a Kolbe approved list. The Kolbe approved list includes:

- the parent email address on file
- domains from websites used by a Kolbe curriculum or online teachers
- domains ending in *.edu*.

Additionally, the following precautions have been taken:

- Email filters that will notify admins of things including profanity, malicious files, or other inappropriate content
- Incoming emails received at a MyKolbe email account will be forwarded to the parent email address on file

MyKolbe emails are the property of Kolbe Academy and may be monitored by our admins at any time. Students should not expect email privacy when utilizing their MyKolbe email account.

## Academic Services

### Special Needs

Kolbe Academy's goal is to support parents in their role as the primary educator of their child(ren). Kolbe offers a variety of curriculum choices and also accepts many non-Kolbe

curriculums. When a parent contacts Kolbe about their special needs child they are referred to their assigned Advisor who will help them create the best program for the student. Kolbe's Special Needs Team will assist the other Advisors as needed, and students who need accommodations or modifications can request to work with the Special Needs Team directly. This service is available to our registered families at no additional cost. Please see the "Special Needs" section of the *Kolbe Program Guide* for more details about how Kolbe works with special needs students and their parents.

## Official Grade Records/Transcripts/Letters of Verification of Enrollment

Registered families who desire verification of grades and coursework for official grade records or transcripts must file portfolios of student sample work with recommended grades each quarter for students in grades K-5 and each semester for students in grades 6-12. It is important to remember that review of portfolios of sample work is a *service* of Kolbe Academy, not a requirement. If reports are not filed, recommended grades provided on the report card cannot be validated for the purpose of issuing diplomas or providing an official grade record.

### Elementary Official Grade Records

An official grade record is issued for Kindergarten through 8th grade when parents need records sent to another school. Please contact the Advisors in the Academic Services Department to request elementary grade records. There is no charge to request elementary official grade records.

### High School Transcripts

Kolbe Academy offers transcript and record keeping services for all enrolled high school students. Credits and grade point averages are assigned to courses on high school transcripts. Kolbe transcripts list coursework done within and outside of the Kolbe Academy curriculum including academic and non-academic coursework as well as elective coursework. To receive credit on a transcript for a traditional or self-paced course, a parent must submit a portfolio of sample work along with recommended grades for verification by an advisor or a transcript of credit from another institution. Students enrolled in an online course with Kolbe Academy will automatically have a Kolbe transcript generated for their online course(s).

All requests for high school transcripts are processed through Parchment and may be delivered by mail or electronically. Please access the link on our website to request a transcript.

## Letters of Verification of Enrollment

Letters of verification of enrollment are issued upon written request. Please contact the Advisors in the Academic Services Department to request letters of verification. There is no charge to request a Letter of Verification of Enrollment.

## Testing: Grade Level Assessment/Subject Placement/Standardized/AP®

### Grade Level Assessment and Subject Placement Tests

Grade level assessment tests and subject placements tests, along with their answer keys are available on our website free of charge. These tests are a resource to help gauge which grade level will be a good fit for your student. These tests are administered by the parent and graded by the parent. However, you are welcome to contact an Advisor in the Academic Services Department if you would like to discuss the results of the assessment tests or receive advice about our curriculum options in any subject area. Please keep in mind that you are able to customize a curriculum for your student based upon their grade level in individual subjects.

### Standardized Testing

Kolbe Academy offers standardized testing using a **nationally-recognized, norm- and criterion-referenced standardized test** which is administered to elementary and secondary school students in public, private, and home schools across the country. The primary benefit of standardized testing is its usefulness as a diagnostic tool to evaluate the strengths and weaknesses in a student's academic profile and to chart progress from year to year. Tests are available for grades 1-12 (Kolbe currently does not offer testing for Kindergarten). Please check your state testing requirements at [www.hslda.org](http://www.hslda.org).

You do not need to be an enrolled Kolbe Academy family to register for standardized tests. More information on how to register for standardized tests and the fees that apply are available on our website.

## Advanced Placement (AP®) Exams

A student does not need to be enrolled in an AP® course in order to take an AP® exam. 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. You may enter Kolbe's CEEB code (Kolbe's Code is 052084) on your test form if you would like to have your exam scores reported to us. Please visit the College Board website to get up to date information on registering for and taking AP® exams.

## Academic Integrity/Academic Dishonesty Consequences

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 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?

All offenses will be documented in the student's disciplinary file. Any act of academic dishonesty may result in the loss of any financial aid and may preclude the student from receiving future aid.

### Elementary Consequences Grades 3-5

- The parent will be notified.
- The student will be required to redo the Academic Honesty module from Student Orientation and submit results to their teacher.
- The student may be asked to resubmit the assignment or may receive a grade on the plagiarized assignment depending on the severity of the offense and recommendation of the teacher.

### Grades 6-12 Consequences

- 1st confirmed offense
  - The student will be required to redo the Academic Honesty module from Student Orientation and submit results to their teacher.
  - The student will receive a failing grade on the assignment.
  - The parent will be notified by the teacher.
  - A meeting with the parent and the Dean of Students will be required.
- 2nd confirmed offense
  - Student is placed on academic probation for the remainder of the semester.
  - An automatic zero on the assignment is given.
  - A meeting with the parent and student with the Dean of Students is required.
- 3rd confirmed offense
  - Student is placed on academic probation for the remainder of the year.
  - An automatic F for the semester is given in the course and the student will be withdrawn from the class for the remainder of the year.
  - A meeting with the parent and student with the Dean of Students and Director of Academic Services is required.
- 4th confirmed offense
  - May result in expulsion from Kolbe Academy.

- o A meeting with the parent and student with the Dean of Students, Director of Academic Services, and Chief Academic Officer is required.

**High School:** Offenses are cumulative among classes and the remaining years in Kolbe.

**Middle School:** For students who commit two or more offenses in grades 6-8, only one offense will follow into their high school years. For students who commit one offense in 6-8 grades, no offense will follow them into their high school years.

## Grade Scale and GPA Calculation

Kolbe Academy Grading Scale: Grades 2-12							
Grade	GPA	Weighted GPA	Percent	Grade	GPA	Weighted GPA	Percent
A+	4.0	5.0	97-100	C	2.0	3.0	73-76
A	4.0	5.0	93-96	C-	1.7	2.7	70-72
A-	3.7	4.7	90-92	D+	1.3	2.3	67-69
B+	3.3	4.3	87-89	D	1.0	2.0	65-66
B	3.0	4.0	83-86	F	0.0	0.0	0-64
B-	2.7	3.7	80-82				
C+	2.3	3.3	77-79	P	-	-	Pass

Kolbe Academy Grading Scale: Kindergarten and Grade 1				
<b>M:</b> Mastered Skill	<b>S:</b> Satisfactory Progress	<b>I:</b> Improving	<b>N:</b> Needs Improvement	<b>NE:</b> Not Evaluated

The Kolbe Academy GPA (Grade Point Average) is calculated using the semester grades from academic coursework only. An academic course comes from an academic subject area such as theology, literature, history, math, etc. Academic courses such as these receive 10 credits per year, or 5 credits per semester. The grades from each semester are given a grade point value on the 4.0 scale as outlined in the table below. Both a semester GPA and cumulative GPA are indicated on the transcript.

Non-academic courses are not calculated into the student's GPA. Non-academic courses include Physical Education, Music, Art, Computer Applications etc. Courses such as these receive 5 credits per year or 2.5 credits per semester on the high school transcript.

Kolbe Academy provides courses which suit many student abilities and areas of interest. A grade in a more challenging course is not considered equivalent to the same grade earned in a less challenging course with the same course title. All Kolbe Academy Honors and AP courses as well as all college courses are weighted with an additional 1.0 points per letter grade as outlined in the table above (under the “Weighted GPA column). 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.

## Official Course of Study List

Kolbe Academy requires that parents submit a Course of Study for each student. The Course of Study is a list of courses and course materials that each student will use during the school year. In High School, students are permitted a maximum of 8 academic courses per semester.

The Course of Study is submitted on the student’s course enrollment form. It is comprised of the Kolbe Academy courses that the student is enrolled in as well as the courses entered on the enrollment form that the student will take using course materials outside of Kolbe Academy’s curriculum.

For high school students, an Academic Advisor will review the Course of Study submitted through the course enrollment form to ensure that all materials will be eligible for high school credit and meet the student’s graduation requirements. To update the list of courses and course materials entered on the course enrollment form, please submit a Course of Study Change Form electronically. A link to the form may be found on our website.

## High School Credits

### Criteria for High School Level Academic Courses

Academic courses earn 10 credits for a full year and 5 credits per semester. In order for a course to be eligible for high school credit, the following criteria must be met:

- The course texts must be high school level.
- The course must include high school level written assignments.
- The course must include written evaluations (quizzes, tests, etc.).
- The student must be “in class” for a minimum of 60 hours for one semester of credit and 120 hours for one year of credit.



- For students studying independently, “class” time represents the time that they are engaged with the course texts and completing “in class” assignments. Some portion of time spent on larger written assignments or projects should be considered homework rather than class work.

## Criteria for High School Level Non-Academic Courses

Non-academic courses earn 5 credits for a full year and 2.5 credits per semester. Students should spend approximately 4 hours a week total (or 60 hours per semester) on each required non-academic subject such Fine Arts and Physical Education. Non-academic subjects are recorded on the report card with a Pass/Fail grade and are not calculated into the GPA.

## Grade Criteria for Earning High School Academic Credit

A passing grade in an academic course is D or above at the end of the semester for all diploma types. A grade of D or above will count towards the graduation requirements for the Standard and Magna Cum Laude diplomas. A grade of C- or above at the end of the semester will count towards the graduation requirements for the Summa Diploma. Please note that semester grades are calculated into the GPA.

## Credit Recovery (Grades 9-12)

Academic courses may not be repeated for credit. If a student wishes to retake a course to improve their GPA, they may do so, but only the course with the higher grade will receive credit. All previous grades for that course will remain on the transcript, but not count towards GPA or receive credit. 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.

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 traditional or self-paced course.** A student can opt to retake the course using the equivalent Kolbe Academy traditional or self-paced course. Traditional and self-paced enrollment fees apply. Please email [admissions@kolbe.org](mailto:admissions@kolbe.org) if you would like to complete credit recovery using a traditional course.

## High School Credit in 8<sup>th</sup> Grade

Students enrolled with Kolbe in 8<sup>th</sup> grade may earn high school credit in the subject areas of Math, Science, and Foreign Language. Kolbe does not award high school credit for courses taken prior to 8<sup>th</sup> grade.

In order to earn high school credit in those subject areas, the course(s) must be taken using Kolbe high school curriculum at the K (Kolbe Core) level, and the required samples for the K designation must be submitted. The high school course(s) must be reported on a Kolbe High School report card, and the parent must request that high school credit be awarded to the student.

Please note the following:

- High school credits earned in 8<sup>th</sup> grade will appear on the high school transcript, but the grades earned in the course(s) will not be factored into the overall high school GPA on the transcript.
- High school credits earned in 8<sup>th</sup> grade will be counted towards the graduation requirements for the Standard and Magna Cum Laude diplomas.
- High school credits earned in 8<sup>th</sup> grade will not count towards the graduation requirements for the Summa Cum Laude diploma, but the credits will appear on the transcript.

Although students are welcome to request high school credit for Kolbe high school level Math, Science, and Foreign Language courses, it is usually not necessary for them to do so. Students who wish to graduate early or desire to have more flexibility with their course of study during their Senior year may need to begin satisfying graduation requirements in 8<sup>th</sup> grade. However, if a student plans on taking a normal course load for all four years of high school, they will be able to meet all graduation requirements without receiving high school credit for the high school level courses taken in 8<sup>th</sup> grade.

## High School Course Designations and Sample Requirements

Kolbe Academy's transcripts utilize course designations for High School level Traditional, Self-Paced, and Online courses taken with our curriculum as well as courses taken at a college to indicate the level of rigorousness at which the course work was completed as follows:

Kolbe Core (K), Kolbe Honors (H), Kolbe Online Core (OK), Kolbe Online Honors (OH), and Kolbe Online Advanced Placement (AP).

The following are the general criteria for each course designation. Always refer to the syllabus at the beginning of Kolbe course plans to verify the specific designations available for each course as well as the requirements for those designations. If no designation is desired or required, any **TWO** written and graded samples of work per course will suffice for credit each semester.

**K – Kolbe Core** designation for Kolbe traditional and self-paced courses:

- Available for all Kolbe Academy traditional and self-paced high school courses.
- Theology, English, Literature, History general requirements:
  - must do all the readings as outlined in the course plan
  - must complete 4 of the 14 weekly essay assignments each semester as outlined in the course plan
  - complete and submit the graded assignments, tests and/or exams each semester for Core level as outlined in the syllabus portion of course plan for individual courses.
  - Parent provides recommended grades for completed work and for the overall semester grade, subject to review by their grade level advisor
- Math, Science, Foreign Language, and Music History general requirements:
  - complete and submit the graded assignments, tests and/or exams each semester for Core level as outlined in the syllabus portion of course plan for individual courses.
  - Parent provides recommended grades for completed work and for the overall semester grade, subject to review by their grade level advisor

**H – Kolbe Honors** designation for Kolbe traditional and self-paced course:

- Available for many Kolbe Academy traditional and self-paced high school courses. Please consult the syllabus section of individual course plans to verify.
- The semester grade is weighted by one grade point.
- Parent recommended grade constitutes 70% of semester grades.
- Kolbe advisor/instructor grade constitutes 30% of semester grades.
  - Advisor honors grading fee or online Honors Seminar tuition applies. Please refer to our website for tuition and fees details.
- Theology, Literature, and History general requirements:
  - must do all the readings as outlined in the course plan



- must either complete and submit 8 of the 14 weekly essay assignments each semester as outlined in the course plan, OR complete 4 of the 14 essays and take the online Honors Seminar for the course.
- must complete and submit the midterm and semester exams as they are written in the course plan
- Kolbe advisor grades midterm and semester exams
- Kolbe advisor grades 2 of the 8 weekly essay assignments OR the online seminar grade is used depending on what method the student is using to earn Honors credit
- Math, Science, and English 12 (Creative Writing) general requirements:
  - complete assignments and submit the tests and/or exams each semester for Honors level as outlined in the syllabus portion of course plan for individual courses.
  - Kolbe advisor grades a portion of the tests and exams for the course as outlined in the syllabus portion of the course plan for individual courses.

**OK - Kolbe Online Core** designation for Kolbe online courses

- Awarded to Kolbe Academy online courses that are not otherwise specified as Honors or Advanced Placement level. All online courses are taught at the Core level of rigorousness.
- Must complete the requirements of the online course.
- Online instructors provide semester grades.

**OH - Kolbe Online Honors** designation for Kolbe online courses

- Awarded to Kolbe Academy Online Honors level courses.
- The semester grade is weighted by one grade point.
- Online instructors provide semester grades.
- Theology, Literature, and History
  - Must complete online Honors Seminar designated for the course in addition to the course itself.
- Math, Science, and English 12 (Creative Writing):
  - Must complete the online Honors level of the course.

**AP - Kolbe Online AP** designation for Kolbe online courses

- Awarded to Kolbe Academy Online Advanced Placement level courses.
- The semester grade is weighted by one grade point.
- Must complete the requirements of the online course.
- Online instructors provide semester grades

## Diplomas

### Eighth Grade Diploma

Kolbe Academy issues Eighth Grade diplomas for our 8th 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.

### High School Diploma Tracks

Kolbe Academy offers three different high school diploma tracks: **Summa, Magna, and Standard**. The diploma tracks 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. To earn a diploma from Kolbe Academy, students can use any combination of traditional courses, self-paced courses, online courses, or other sources, subject to Kolbe Academy approval, 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. All students must complete at least 25% of the required credits towards their selected diploma while enrolled with Kolbe. If a student is transferring into Kolbe Academy in 10th-12th grade, a transfer student evaluation will be required.

### Summa Diploma Track

The Summa diploma is our most rigorous diploma track. It 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 diploma. The Summa diploma course of study requirements are as follows:

- Summa diploma students must follow the Kolbe curriculum exactly as laid out.
- ALL substitutions to Kolbe Academy curriculum must be PRE-APPROVED in writing by the Director of Academic services or the Executive Director of Online Education. Typically, the only substitutions allowed are courses taken at the college level in Math, Science, and Foreign Language.

- Students may receive credit for select courses taken in 8th grade, but those credits will not count towards the overall graduation requirements or be factored into the GPA.
- Students must seek the Kolbe Honors (OH or H) or Kolbe Core (OK or K) designation in all coursework with the following minimum honors course stipulations:
  - In 9th grade: at least 1 Honors Course in Theology, Literature, or History
  - In 10th grade: at least 2 Honors Courses in Theology, Literature or History
  - In 11th grade: at least 3 Honors Courses in Theology, Literature or History
  - In 12th grade: 4 Honors Courses in Theology, English, Literature and History

Subject	Credits	Kolbe Curriculum Course Requirements for Summa Diploma Track (in the order they must be taken)
<b>Theology</b>	40	Intro to Sacred Scripture; Mass & the Sacraments/Church Hist 1; Apologetics/Ch Hist 2; and Morality/Ch Hist 3
<b>English</b>	40	English 1: Composition and Grammar; English 2: Composition and Logic; English 3: Composition and Rhetoric; and Creative Writing
<b>Literature</b>	40	Ancient Greek Literature; Ancient Roman Literature; Literature of Christendom; and Modern Era Literature
<b>History</b>	40	History of Ancient Greece; History of Ancient Rome; Era of Christendom; and US & Modern History
<b>Mathematics</b>	40	Beginning with Algebra 1 or higher, concluding with Precalculus or higher
<b>Science</b>	40	Biology w/lab, Chem w/lab, Physics w/lab, Elective Science
<b>Foreign Language</b>	40	Either 20 credits of Latin and 20 credits of another foreign language, or 40 credits of Latin
<b>Visual/Performing Arts</b>	20	
<b>Physical Education</b>	20	
<b>TOTAL CREDITS</b>	<b>320</b>	

## Magna Diploma Track

The Magna diploma is our college preparatory diploma track and is designed to exceed the admission requirements of most state universities. The Magna diploma requirements are as follows:

- Students may substitute outside curriculum for any subject as long as the course meets the requirements for high school credit.
- Students may receive credit for select courses taken in 8th grade, but those credits will not be factored into the GPA.
- Students may choose to seek the Kolbe Honors (H or OH) or Kolbe Core (K or OK) designation in their coursework, but they are not required to do so.

Subject	Credits	Specific Course Requirements for Magna Diploma Track
Theology	40	
English & Literature	50	at least 20 credits of Literature
History	30	at least 10 credits of World History and 10 credits of US History
Mathematics	30	Algebra I, Geometry, and Algebra II or higher
Science	30	Biology w/lab, Chemistry w/lab, and Physical Science
Foreign Language	30	at least 20 credits in the same language
Academic Electives	20	from academic subjects only
Visual/Performing Arts	10	
Physical Education	20	
<b>TOTAL CREDITS</b>	<b>260</b>	

## Standard Diploma Track

The Standard diploma exceeds the State of California's high school graduation requirements and offers the greatest flexibility of our three diploma tracks while still providing the opportunity for an academically rigorous education. The minimum graduation requirements for the Standard diploma may not meet the admission requirements of many four-year colleges.

- Students may substitute outside curriculum for any subject as long as the course meets the requirements for high school credit.
- Students may receive credit for select courses taken in 8th grade, but those credits will not be factored into the GPA.
- Students may choose to seek the Kolbe Honors (H or OH) or Kolbe Core (K or OK) designation in their coursework, but they are not required to do so.



<b>Subject</b>	<b>Credits</b>	<b>Course Requirements for Standard Diploma Track</b>
Theology	30	
English/Literature	30	
History	30	at least 10 credits of World History and 10 credits of US History
Mathematics	20	at least Algebra I or higher
Science	20	at least 10 credits of a Biological Science and 10 credits of a Physical Science. No lab requirements.
Foreign Language or Visual/Perf Arts	10	students may either take one year of foreign language or 2 years of visual or performing arts
Electives	20	may be academic (4 semesters) or non-academic electives (8 semesters) or some combination totaling 20 credits
Physical Education	20	
<b>TOTAL CREDITS</b>	<b>180</b>	



## Additional Policies for Online Courses

### Virtues and Online Learning

Specifically, for students taking online courses, the following virtues are pivotal to developing character and growing spiritually. We uphold these virtues 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

### Subsidiarity and Online Learning

Kolbe Academy understands and appreciates that parents, in making the decision to educate at home, have not chosen to abdicate or delegate their responsibility as the primary educators of their children, but to embrace that responsibility. Often, 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 also 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.

## Online Course Admissions Policies

These policies are in addition to the general policies stated previously in this handbook.

### Prerequisites

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

- All 6-12<sup>th</sup> grade online students are required to complete Kolbe Academy's Student Orientation course by the Monday after Orientation Week. Students will be placed into the course during the first week of August.
- All 6-12<sup>th</sup> grade online 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
  - For more information regarding student success in online courses, please view the "Succeeding in Online Courses" page on our website which has been designed to give a comprehensive overview of student success tips and considerations for online courses.

### Auditing Courses

Should a student wish to audit an online course, the following policies apply:

- Students are permitted to attend live classes at the teacher's discretion
- Student will no longer have teacher as point of contact as parent is now primary educator
- Grade level advisor becomes main point of contact for parent
- Parent becomes teacher of record and teacher assignments are optional
- Classwork submitted to the teacher on time will still be graded
- No extensions or reminders will be given
- All work will be reported by the parent as a traditional course
- Participation grades will not be given, although participation is still encouraged.
- **K-5 Online Students: If a parent decides that his or her student needs to move to audit status in a particular subject, the parent should contact the grade level advisor first, who will inform the teacher. The parent may submit samples and grades at the end of the quarter for the subjects audited to receive credit for the course.**

- **NOTE: Full program tuition still applies to students moving to audit status in any capacity in the K-5 online program.**

Please contact the Admissions office for information on the fees for auditing a course and to register your student to audit one of our online courses.

## Online Student Accommodations Offered

Students with special needs who have attended a public school will often have an Individualized Education Program (IEP). In fact, it is the law that each public-school child who receives special education and related services must have an IEP. However, since Kolbe Academy is not a public school and does not receive public funding, it is not bound to observe the accommodations, modifications, or instructional supports that may have been written into an IEP or a 504. Additionally, Kolbe Academy does not require parents to have a formal diagnosis to create an Online Student Accommodation Plan with us.

The goal of the Special Needs Team is to assist you, the parent, in developing and implementing the best possible educational program to ensure academic success for the student. A Student Accommodation Plan will allow you to create a formal record regarding the special learning needs of your student. This documentation may be useful to receive accommodations if the student returns to a public-school setting, or for college entrance exams.

If you indicated that your student has special learning needs on their enrollment form, you should have received a link to the Student Learning Needs Form already. Otherwise, please email your assigned advisor for a link.

### Accommodations

**Accommodations** are adjustments made in how a student with a disability is taught or tested. Accommodations do not change what the student is taught or expected to know.

Kolbe Academy offers the following accommodations for live online classes available at the parent's request by filling out Kolbe's Special Learning Needs form:

1. Time and a half for outside of class exams, up to 1-hour additional time.
2. For in-class quizzes, if participation only, alternative means of awarding participation credit

3. For in-class quizzes that aren't participation-based, custom arrangements made with the teacher in consultation with our Dean of Students.
4. For K-5: For larger written assignments, the assignment may be broken up into smaller submissions.
5. 6-12th graders: For larger written assignments, two weeks notification before the due date with no change to the due date.
6. For students with a diagnosis of dyslexia, spelling will not be counted as part of their assignments.

NOTE: Typing assistance or using audiobooks or having a scribe are not considered formal accommodations and are at the parent's discretion. However, if you are typing or scribing for your child, please notify the online teacher.

NOTE: Typing assistance, using audiobooks, or having a scribe for your student at any grade level are not considered formal accommodations and may be utilized at the parent's discretion. If you are utilizing a scribe for your child, please make sure your child's teacher is aware.

If the student is using an audiobook, please be aware that the version/translation may not match Kolbe's curriculum.

Further accommodations for K-2 students may be available on a case-by-case basis after review by the Dean of Students.

## Modifications

In the online school, modifications to the curriculum are not permitted. If a student is not able to complete assignments within the online curriculum, other course format options may be chosen at the parents' discretion with input from the Special Needs Team. Differentiated learning in the online school is not designed to provide for a modified special needs curriculum.

## 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, it is recommended that parents should login to the parent Schoology account at least every other week. **For K-5 parents, parent accounts are added by request only. Parents should be using the student account frequently to keep apprised of their child's assignments and progress.**
6. Exams and tests must 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.

As with any 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 ensure 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.

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. This is especially important in the K-5 online program.

**In the K-5 Online Program, the parent role of facilitator requires the following:**

- Help child log in & troubleshoot technology
- Check week at a glance and Schoology assignments/gradebook daily.
- Help child organize work and assignments
- Help child through repetition work, workbooks and writing assignments while offline
- Help child in areas of struggle and alert teacher to concerns
- Help child dive deeper into topics of interest or struggle
- Respond to teacher emails and concerns

## Instructor Role & Expectations in an Online Course

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 chairs 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.
- **Grades 6-12** teachers will have a *minimum* of one assignment per week to be graded.
- **Grades 6-12** 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 chair, 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.

## Class Cancellations & Substitute Teachers

Kolbe Academy prioritizes consistency and uninterrupted learning for online students and recognizes the need to have qualified teachers provide instruction for students.

In the event that a teacher has a planned absence or last-minute family emergency or illness, best efforts will be made to place a qualified substitute in the class. If a qualified substitute teacher cannot be placed, the teacher is required to reschedule live class during normal school hours (Mon-Fri) as soon as it is feasible. Students not able to make the rescheduled class can watch the recording. In some circumstances, the teacher may be given permission to post a recording on the day of live class if no other option is feasible.

## Contacting Online Course Instructors

Teachers should only be contacted during the normal course term for which your child is enrolled. 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.

To learn more about our instructors, visit us at:

<https://www.kolbe.org/about-us/about/our-instructors/>

## Expected Online Class Hour Commitment

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. **As this model is school at home, students should reserve time outside of their live classes for the additional classwork.** Families will need to plan for a 4-6-hour school day, depending on grade level and rigor of courses taken. Full-time online honors students should expect 6+ hours of school each day.

Subject	Average Hours per Week			
	Grades K-2	Grades 3-5	Grades 6-8	Grades 9-12
Religion	2	2-3	3-4	4
English/Language Arts	2-3	3-4	5-6	4-5
Literature/Reading	1-2	3-4	4	5-6
History	2	3	4	5-6
Math	2-3	4-5	5-6	5-6
Science	2	3	4	5-6
Foreign Language	N/A	2-3	4	5
Total	11-14	20-25	29-32	32-38
Honors/AP	N/A	N/A	N/A	Add 2-3 each

## 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 use “tech check week” as a way to test login credentials, ensure computer hardware and software is working properly, and make sure course enrollments are accurate. Tech check week is the week prior to orientation week
- ✓ You must have the necessary system requirements to participate in these courses (click here for Adobe Connect computer requirements).
- ✓ **High Speed internet is required.**
- ✓ A computer or laptop is required to optimize class participation. **Tablets may not be used.**
- ✓ 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.
- ✓ **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. Parents of K-5 students are encouraged to facilitate the tech check 10 minutes before class begins until the student is comfortable troubleshooting their mic and webcam.

## 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

**NOTE:** For K-5, the parent should have these skills. The students will work their way up to being more independent in these skills as the year progresses. Typing skills are not required



in K-2, and only minimal skills are required for 3-5. A typing program is available for students in K-5 to further develop these skills at their own pace.

- 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, or using a google drive which can be linked to Schoology).
- 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
- PLEASE NOTE that .pages or keynote format that comes standard with the Macintosh operating system cannot be read by teachers in Schoology. Plan to download and use Microsoft Office for Mac to use for any word processing or presentations.

## 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 you're in live class and having connectivity issues, contact tech support.
- If you can't login to Schoology, contact tech support.
- If you don't see an assignment on Schoology my teacher said would be there, **contact your teacher.**

### Consider Urgency

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 during busy times.

### Urgent Requests

Go to <https://kolbe.org> and click the “Chat Now” button at the bottom of our website to chat with live tech support **between the hours of 9AM – 4:30PM ET (6AM – 1:30PM PT)**.

Examples of urgent requests:

- 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 (course title AND section), what time it begins, and your mykolbe email address. If you have the Adobe Connect course URL, be sure to include that, also.**
- A teacher is missing from class.

### Non-Urgent Requests

Submit a ticket or start a live chat at <https://kolbe.org>.

- 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.

### Requesting Technical Help 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 address in your request.
- 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, Kolbe.schoology.com, or mykolbe.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.

## Schoology Profile Rules

Your personal profile in Schoology allows you to post about yourself so other students can get to know you. You can update your profile picture, interests, activities, and learning styles. Please note the rules below before making changes to your profile.

### Profile Picture Rules

1. Profile pictures must be yearbook style, meaning an up-close, "professional" style picture of yourself (usually shoulders and above).
2. Group pictures, silly faces, memes, pictures of others, etc. are NOT allowed.

### Profile Rules

The following are examples of acceptable pieces of information to post to your personal profile:

- Favorite books, movies, games, etc.
- Sports you play
- Hobbies

The following may NOT be shared on your Schoology profile:

- Last name
- Date of birth
- Phone number
- Email address
- Home address
- Other personal information
- Information about other students

## Student Behavior and Responsibilities

### Microphone & Webcam Requirement

When participating in online courses, students will frequently be asked to go on microphone and webcam and need to be prepared to do so. Not all class activities involving webcams or microphone will be announced, so students should always come prepared to participate on webcam or microphone during class. **Background should be appropriate for school and pointed away from distractions as much as possible.**

**NOTE:** For the safety and security of our students and family members, no other family members should be in webcam view unless invited to do so. For parents with younger

students who may need assistance during live class, we ask that you please sit out of view of the webcam so as not to distract the other students.

## Live Class Behavior

Students are expected to be true to our Catholic faith and Kolbe's mission during live class. Should a student deviate from this, they may be removed from live class by their teacher. Students removed from class may be required to have a parent phone call with the Dean of students prior to returning depending on the infraction. A student who is removed repeatedly from live class may end up with a live class suspension or expulsion from Kolbe.

## Dress Code

The dress code for being on webcam is as follows. Remember you should always come to class prepared to be on webcam:

- No pajamas
- No sunglasses
- No low-cut shirts or blouses
- No spaghetti straps
- Any clothing items that appear on webcam may not display images, logos, or writing that would pose a distraction to others in the online learning environment. Kolbe Academy spirit wear is welcomed and encouraged!

## Student Behavior

Students may be removed from class at the teacher's discretion for the following violations, but not limited to:

- Frequently coming to class unprepared or without required materials
- Persistent unresolved technology disruptions
- Spamming of off-topic conversations in the chat box
- Lack of participation when called on
- Being disrespectful to the teacher or fellow students
- Using inappropriate or vulgar language or gestures
- Use of inappropriate symbols or pictures
- Inappropriate dress or gestures while on webcam.
- Parent interference - parental involvement beyond basic observation or assistance with tech issues.

## Communication Expectations

In an online learning environment, the vast majority of communication is done by email and not by phone. Use the following guidelines to write your email to faculty to help receive fruitful and efficient replies:

- 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.

## 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.

## Bullying

Cyber Bullying is the use of electronic information and communication devices to harm a person through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending unwanted texts or emails.
- Sending inappropriate, false, or vicious texts or emails.
- Creating profiles or websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Hacking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Posting of a student picture without their permission.

Kolbe Academy has the authority to apply reasonable consequences or disciplinary action to a student:

- (a) Who bullies another student within Kolbe's school infrastructure related to classes, or school sponsored activities.
- (b) Who bullies another student outside of Kolbe's infrastructure if the conduct interferes with a student's educational opportunities, creates a hostile environment for that student, or substantially disrupts the orderly operations of Kolbe Academy.

## Inactive Student Policy

Kolbe desires for all of our students to succeed and our faculty and staff are always eager to work with a student who desires 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](mailto:advisors@kolbe.org) or 707-255-6499 ext. 5.

A student may be removed from a course for any of the following reasons:

1. Disciplinary action
2. Disproportionate number of late and/or missing assignments.
3. Serious lack of participation in class
4. Excessive absences
5. Non-payment of tuition

### **GRADES K-5:**

If it is determined that a student is no longer eligible to remain an active student, one of the following actions will be taken by Kolbe administration after consulting with the parent:

- A. Student is changed from Active to Audit status
- B. Student moves to recorded classes
- C. Student moves to traditional courses, full or part-time
- D. Student withdraws completely from Kolbe Academy (Normal refund policies apply).

Below is a description of each option:

#### **Option A – Auditing Status Live Classes**

- Students are permitted to attend live classes at the teacher's discretion
- Student will no longer have teacher as point of contact as parent is now primary educator
- Grade level advisor becomes point of contact
- Parent becomes teacher of record and teacher assignments are optional
- Classwork submitted to the teacher on time will still be graded
- No extensions or reminders will be given
- All work submitted to the teacher on time will still be graded
- All work will be reported by the parent as a traditional course

#### **Option B – Auditing Status Recorded Classes Only**

- Student will no longer be permitted to attend live class, but will be able to watch recorded classes
- Student will no longer have teacher as point of contact as parent is now primary educator

- Grade level advisor becomes point of contact
- Parent becomes teacher of record and teacher assignments are optional
- Classwork submitted to the teacher on time will still be graded
- No extensions or reminders will be given
- All work submitted to the teacher on time will still be graded
- All work will be reported by the parent as a traditional course

### **Option C – Traditional**

- Student will no longer be able to attend live classes or watch recordings
- Student will not have access to the teacher
- Parent will submit portfolios of sample work along with recommended grades to the assigned advisor, who is the teacher of record, and will review all work samples and determine the final grade
- The parent may request traditional course plans at no additional cost
- All work will be reported by the parent as a traditional course

### **Option D – Withdraw from Kolbe Academy**

- Normal tuition refund policies apply.

### **GRADES 6-12:**

Once it has been determined that a student should be removed from the course, one of the following actions will be taken by Kolbe administration:

- A. Student will be moved to Audit status
- B. Student will be moved to Inactive status
- C. Student may withdraw and move to the equivalent self-paced or traditional course.
- D. Student may withdraw completely (Normal refund policies apply).

A Kolbe teacher and/or administrator will email the student and/or parent if he or she is in danger of being removed. No student will be removed without communication from Kolbe Administration first.

### **Option A – Auditing Status**

- Students will be permitted to attend class or other live study sessions.
- Participation grades will not be given, although participation is still encouraged.
- Online Kolbe Core (OK) or Online Kolbe Honors (OH) transcript designation will be removed.
- Assignments are optional. No extensions, reminders, or accommodations will be given. However, the teacher(s) will grade any assignment turned in on time.

### **Option B – Inactive Status**

- Student will be removed from the course and will no longer have access in Schoology

- Student will not have access to the teacher.
- Student will no longer be permitted to attend class or other live study sessions.
- The Online Kolbe Core (OK) or Online Kolbe Honors (OH) transcript designation will be removed.
- A student placed on Inactive Status will still have options C or D available.

#### **Option C & D – Withdrawing from an Online Course**

- Student will not have access to the course of teacher.
- The Online Kolbe Core (OK) or Online Kolbe Honors (OH) transcript designation will be removed.
- Students may opt to enroll in the equivalent self-paced, self-paced plus, or traditional course.
- Normal tuition refund policies apply.

## 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 are in place:**

### Grades K-12 Participation Grades

- All teachers are required to include a participation grade in their grading scheme (5-10% for 6-12, and 5-10 points for K-5). 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 **submitting notes** from the missed class. To receive the full participation grade for the missed class, the notes must be turned in within 7 days from the missed class. The teacher is not required to remind the student of this deadline.



## Extended Absences

Kolbe encourages families to consider the ramifications to student success when an extended absence is taken during the school year. On the occasion an extended absence is needed, when the student will not be able to submit assignments on time, a parent should reach out to the Dean of the Students to formulate a plan for this absence from school. Notification to the Dean should be made in writing with the expected dates of absence, and giving as much notice as possible. **Teachers are not allowed to make arrangements for extended absences.**

## Homework Hangout Attendance Policy (Grades K-5)

**Homework Hangout is a program that gives students additional scheduled time with teachers on a daily basis. Students are encouraged to attend and participate. While participation is not a requirement, a teacher may request that a struggling student attend certain sessions.**

## Honors Seminar Attendance Policy

The seminar contributes 20% of the overall grade to the honors course. The seminar grade is largely based on participation, which is 80% of the seminar grade, and the seminar project, which is 20% of the 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. A tardy is defined as signing into class for the first time after the teacher has begun class. 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.

## Assignment Policies

### Grades K-5 Assignment Policy

**Assignment Availability:** A Week at a Glance document will be emailed each Friday. The week's assignments will be posted by 9:00 AM EST on Monday.

**Pacing:** Assignments are given recommended daily due dates to set a pace that improves student outcomes by spreading the workload throughout the week. Friday before 12 PM PST is the last time work may come in without penalty.

#### Assignment Types:

- (CFU) Check for Understanding assignments are assignments designed to assess the student's mastery and are required to be submitted to the teacher for grading. The late assignment policy will be applied to all CFUs after Friday at 12 pm PST.
- (PA) Practice Assignments are recommended assignments designed to give practice opportunities to students while flagging areas of concern throughout the week. PAs may be submitted to the teacher by Friday at 12 pm PST for grading or completed at home orally with the family as desired. Answer keys may be given for students to self-check their work when applicable. PAs not submitted by Friday at 12 pm Pacific will be excused by the teacher and not given graded feedback.

### Grades 6-12 Assignment Policy

- Assignments in the Online School for Grades 6-12 are due according to the individual instructors' Schoology due dates.
- Assignments may come due Mon-Friday, not including holidays or breaks.

## Late Assignment Policies

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. Keeping up with deadlines is directly correlated to how successful a student will be in the course. Late assignments can have a "snowball effect," causing the student to have an extremely difficult time getting caught up.

In order to aid in student success, Kolbe has adopted an intentionally strict late assignment policy for grades K-12. The intent of this policy is not punitive, but rather to reduce the incidence of student failure due to excessive late work. 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 in a timely manner.

Students (or Parents for K-5) MUST email their teacher if they need to make arrangements for an assignment extension. Additionally:

- The teacher will decide how to accommodate the student's request for an extension based on the individual's situation.
- Students who have received an extension should have a new agreed-upon due date 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 (i.e., death in the family, natural disaster, extended illness), a **parent** should contact the Dean of Students who will work with the teacher to set up something appropriate for the situation.

Teachers may choose to accommodate a student's request for an assignment extension in the following cases:

1. Sickness
2. Serious emergencies—death in the family, serious illness, natural disaster, or some unpredictable event.
3. Teachers are not required to give extensions due to family vacations or for personal days but may choose to do so given adequate notice.

## Grades K-5 Late Assignment Policy

- **Grades 3-5 Practice Assignments (PA) Late Policy**
  - Practice assignments not submitted by Friday at 3 pm Eastern (12 pm Pacific) are considered past-due, and they will not receive feedback from the teacher. They will be excused.
- **K-5 Check for Understanding (CFU) Assignments Late Policy**
  - Students who turn in CFUs after Friday at 3 pm Eastern (12 pm Pacific) will incur the following late assignment policy.
    - Turned in by Monday of the following week: 10% grade reduction
    - Turned in Tuesday-Thursday of the following week: 50% grade reduction
    - Turned in after Friday+ of the following week: a grade of ZERO is earned. (Mark with a Missing Flag)

## Grades 6-12 Late Assignment Policy

If a student turns an assignment past the due date without contacting the teacher and receiving an extension, the following applies:

- The first day past due: 10% grade reduction
- 2-7 Days past due: 50% grade reduction
- More than 7 days past due: a grade of ZERO is earned.

## Late Mid-Term or Semester Exam Policy

Students who are not able to meet the deadline for a mid-term or semester exam **must have a parent** email the instructor before the deadline is missed and preferably before the exam is open. All exams must be made up within a week of the due date. **If a teacher is informed about not being able to complete a mid-term or semester exam after the due date has passed, the late assignment policy will be applied to the exam.** In the case of extenuating circumstances, a **parent** should contact the Dean of Students.

## Late Enrollment Policy for the Online Program

Students enrolling after classes have begun in a term are considered late enrollees. Kolbe's Dean of Students will work with individual families to determine whether late enrollment in a term is feasible for individual students. If the student's late enrollment is approved:

- Logins will be created and given within 48 hours after the enrollment has been approved by the Dean. Access to the Student Orientation course, as well as the other Schoology courses, will also be given at this time.
- The teacher will be alerted and will email the student with a welcome email and syllabus.
- It is the parent's responsibility to order the student's books, help the student with logins, and oversee the student orientation course as soon as possible.
- The student orientation course should be completed within one week of the first live class meeting that the student attends.
- Students will be excused from all participation assignments previous to the student's first attended live class.
- The student may be excused from additional assignments that were assigned prior to the student's first attended live class at the teacher's discretion.
- Missed assignments that are not excused by the teacher will be given a grade of zero as a *placeholder*. Students have until the Friday *prior* to mid-terms to submit any required assignments that were assigned prior to attending the first live class. **Note:** assignments that come due after the student has attended live class will be held to normal Kolbe late assignment policies.

- All late enrollees enter a trial period of enrollment that will last through the end of mid-term week. If the student is successful, the student will be allowed to continue in online classes. If the student is having great difficulty (failing grade, missed participation, or assignments) Kolbe administration will set up a meeting with the parent to discuss additional options.
- **Note:** It is in the student's best interest to review missed classes and any excused assignments. In other words, the student is still responsible for any missed material.

## Mid-Year Enrollment Policy for the Online Program

Students enrolling in a course with the intention of beginning classes at the beginning of a term (i.e. beginning of second semester or quarter) are considered mid-year enrollees. Kolbe's Dean of Students will work with individual families to determine if mid-year enrollment is feasible for individual students. Students enrolling in foreign language or math courses will be required to take a placement exam before placement is approved in second semester for those courses. If the student's mid-year enrollment is approved:

- Logins will be created and given within 48 hours after the enrollment has been approved by the Dean. Access to the Student Orientation course will also be given at this time.
- Access to all online course enrollments will be given the Wednesday prior to the start of the term. First assignments are posted on this day in anticipation of the first week of class.
- The teacher will send a welcome email to the student on or before the Wednesday prior to the start of the term.
- It is the parent's responsibility to order the student's books, help the student with logins, and oversee the student orientation course as soon as possible.
- The student orientation course should be completed prior to the first live class meeting that the student attends.
- All mid-year enrollees enter a trial period of enrollment that will last through the end of mid-term week. If the student is successful, the student will be allowed to continue in online classes. If the student is having great difficulty (failing grade, missed participation, or assignments) Kolbe administration will set up a meeting with the parent to discuss additional options.

## Incomplete and Withdrawn Designations

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 last day to withdraw from a class for the semester (see calendar for dates), and your student is currently receiving a passing grade. If the student completes the course as a traditional or self-paced course, the reported grade will replace the "W" grade. Otherwise, the "W" will remain on the transcript.

**If your child's grade is marked Withdrawn/Failed ("WF"),** this means you have withdrawn the student from this online class after the last day to withdraw from a class for the semester (see calendar for dates), and your student is currently receiving a failing grade. A "WF" is the equivalent of an "F" and will not be replaced, though credit recovery options are available.

## Online Course Academic Probation

Schooling at home requires the dedication of both the parent and student. Occasionally, students who may have been able to succeed in another program or 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 is failing a class at the mid-semester will be put on academic probation for the remainder of the semester. An email notification will be sent to the parent by the Dean of Students if this occurs.
2. Any student who fails a class at the semester will be placed on academic probation for the remainder of the year, and a plan for credit recovery will need to be discussed with the Dean of Students.
3. If a student has a failing grade in two or more online classes for both semesters, and those classes are a required class for the student's chosen diploma type, that student may be asked to continue their education in an environment where they can succeed.
4. A student will be placed on academic probation if caught cheating or plagiarizing on an exam or assignment (see academic honesty policy).

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. Student is removed from all Kolbe clubs or groups.
3. A conference call with the Dean of Students is arranged with the parent to discuss success strategies.
4. In the case of plagiarism or cheating, parents will be notified that their student has been placed on academic probation.

## Online School Calendar

The School Calendar can be found on our website.

## Welcome Week

Welcome week occurs the week before classes begin each year. During welcome week, the following things will happen:

- Students will receive a welcome email with their logins and should make sure all courses are listed in Schoology and Adobe Connect.
- Students should aim to get their computers ready for Adobe Connect by testing the settings and completing an Audio Configuration test.
- Teachers will also email their students a welcome email on the Monday of welcome week with pertinent course information. Welcome emails may include instructions for some of the following tasks or assignments to be completed prior to your first day in class:
  - Placement/assessment testing or review packets
  - Reading assignments
  - “Getting to know” you type of assignments
  - Orientation Recording and related quiz
- Teachers may opt to hold office hours during welcome week for students to meet their teachers. These are optional for the student to attend.

## Student Orientation Course (Grades K-12)

Kolbe has put together a student orientation course in Schoology, the Learning Management System (LMS) that students will use as an online or self-paced student. All online and self-paced students in grades K-12 are required to complete Kolbe Academy’s Student Orientation course. Students will be placed into the course during the first week of August and have until the first day of classes to complete the course. It will take returning students

an estimated 1-2 hours to complete the orientation. New students can expect the orientation course to take about 2-3 hours to complete. This course goes over the student handbook, general school information, use of technology, digital citizenship, internet safety and academic honesty. Upon completion, students will receive a personalized certificate to turn into his or her teacher(s) due the Monday **classes begin**.

**NOTE: Orientation will also occur live in class with the student's teacher during the first week for grades K-5. There will be a parent orientation the first day of classes and then student orientations and assessments the rest of the week.**

## Parent Program Orientation

This orientation is essential for parent support in the online school. It will go over the policies and procedures necessary to family success in the online programs. At least one parent **MUST** attend one parent program orientation session during orientation week. Dates and times are announced on the school calendar.

## Exam Weeks (Grades 6-12)

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.



## Assessment Weeks (Grades K-5)

During quarter one assessments, Parent/Teacher conferences will be held, and the students will have a modified schedule. For the remaining three quarters, office hours will be open on Thursday of assessment week and individual subject assessments will occur Monday through Wednesday. Parents 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. Teachers may balance exams between live class time and times that can be worked into the family's schedule for the week.

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.