



# Kolbe Academy

1600 F Street, Napa, California 94559

707-255-6499

707-255-1581 (fax)

onlineacademy@kolbe.org

www.kolbe.org

## Student Contract for Kolbe's Online Academy

**Parent/Guardian:** Please read the below contract with your student and both of you initial each statement.

### **I. Acceptable Behavior Policy**

Students must adhere to the following behavior policies during the live Adobe Connect classes and in using the MyKolbe website.

- The student will use proper "netiquette." The privacy of students and staff will be kept. Distribution of email addresses, home addresses, or phone numbers is strictly forbidden.
- Appropriate and courteous language should be used at all times.
- Message content in student work and comments made during the course may be accessed, retrieved, redistributed, and printed by teachers at any time. Kolbe Academy will determine the appropriateness of the language, messages, or conduct.
- Inappropriate language, messages, or conduct pertaining to, for instance, harassment, unlawful solicitation, and distribution of offensive material, etc. is strictly prohibited and may result in disciplinary action and/or my removal from class.

If any of the above behaviors become problematic, then chat, whiteboard, and discussion privileges may be restricted or removed at any time.

### **II. Academic Integrity Policy**

Kolbe Academy takes academic dishonesty 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. Plagiarism can constitute a legal offense. Cheating is an unwarranted use of materials in one's academic work. Unoriginal student work can include either of these, or simply be the unbalanced usage of material from outside sources in a student's 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. Consult a style guide such as MLA Handbook for Writers, by Joseph Gibaldi, to teach your junior high and high school students how to properly document their sources.

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

- Using Kolbe Academy homeschool exams and/or answer keys to study for exams
- Treating exams as open book unless otherwise specified 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 specified by teacher)
- 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

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?



# Kolbe Academy

1600 F Street, Napa, California 94559  
707-255-6499 707-255-1581 (fax)

onlineacademy@kolbe.org  
www.kolbe.org

## III. Study Skills Course

All Fall/Spring Online Academy students are required to watch a set of 10-20 minutes study skills videos before Orientation Week. The Study Skills videos include information on:

- Research Skills
- Reading for Content and Note taking
- Writing
- Academic Dishonesty & Plagiarism
- Time Management
- Taking an Online Course

The links and login to the Study Skills course can be found in your welcome packet email.

## IV. Subsidiarity

It is the goal of Kolbe Academy Home School to encourage every home schooling family to be independent, self-reliant, and totally confident in the education of their children in the home. Kolbe Academy understands and appreciates that parents, in making the decision to home school, have chosen not to abdicate nor delegate their responsibility as the primary educators of their children, but to embrace that responsibility. Often, homeschool families find that they need additional help in embracing that responsibility. As such, the online courses offered at Kolbe Academy often fit that need and become a tremendous help to the family. It is important to realize that when enrolling your child in an online course, you are delegating your subsidiarity to the Instructor for that particular course. Specifically, it is important to understand that you are delegating the following duties:

- 1) Emphasis on Course Plan content
- 2) Number, breadth, and depth of assignments
- 3) Assessment
- 4) Grading of all assignments
- 5) Final Quarter and Semester Grades

If, at any point during the school year, you find that you need to take that responsibility back, Kolbe Academy will work with you going forward to help you utilize your investment in the online course resources and materials. However, please note that you child's coursework will have to be resubmitted to Kolbe Academy for homeschool credit, and will no longer receive the OK or OH course designations indicating that the grade is instructor-assigned.

The teacher has been given the right (by the parent) to give assignments and make assessments at his/her discretion. Comprehensive daily and/or weekly work will be part of the student's overall grade. Course requirements and expectations needed to successfully complete the online course as informed by the instructor must be adhered to. It is the student's responsibility to be prepared for each class. It is the student's responsibility to make up for any work missed due to an absence and that late or missing work may affect the final grade. **All parents are required to watch a fifteen minute presentation on the role of the parent in your child's Online Course.** Please find the link to this presentation in your child's Welcome Packet email.

## V. System, Software & Hardware Requirements Policy

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. The student should attend class orientation via Adobe Connect to insure that the proper technological processes needed to complete the online course are learned. Please also make sure you meet the following technical requirements to complete this online course successfully.

- You must have the necessary system requirements in order to participate in these courses ([click here for hosted and licensed deployments for Adobe Connect 9](#)).
- A DSL/Cable connection or better for broadband internet access.
- 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.



# Kolbe Academy

1600 F Street, Napa, California 94559

707-255-6499 707-255-1581 (fax)

onlineacademy@kolbe.org

www.kolbe.org

- A webcam may be required by the instructor.
- To minimize audio issues and maximize internet bandwidth for the duration of the student's live online class, other uses of the internet should be minimized during the student's live classes. This means only running Adobe Connect during live sessions, no surfing on other internet sites or checking email during, and other members of the family minimizing their internet use during class.
- It is best for students to login to their Adobe Connect Online Class about 20-30 minutes before class begins to have their microphone checked by a technical moderator. 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).

## **VI. Online Course Enrollment and Withdrawal Policies**

### **A. Summer Courses**

**Enrollment & Payment Policy:** Payment must be made in full at the time of enrollment for all Online Summer Courses.

**Refund Policy:** Kolbe Academy respects the fact that life is unpredictable and that it may become necessary for you to withdraw from a course. However, we have secured teachers for the courses based on enrollment. In consideration to you and our teachers, we offer the following refund policy:

- Each course tuition contains a \$20 non-refundable fee per course.
- A full refund, minus the \$20 non-refundable fee, will be given up to and including the first class.
- Once your child has attended their second summer class, NO REFUND will be given.
- If removed from a course for a disciplinary action, no refund will be given.
- Kolbe Academy reserves the right to cancel a course due to extenuating circumstances. If that should happen, you will receive a full refund for the course or a credit for another course, whichever you prefer.

### **B. Fall/Spring Courses**

**Enrollment & Payment Policy:** Enrollment in FACTS management system for all tuition and enrollment fees is required for payment. Payment in full or payment plans of semi-annual, quarterly, or monthly may be set up through FACTS management system.

**Refund Policy:** Kolbe Academy respects the fact that life is unpredictable and that it may become necessary for you to withdraw from a course. However, we have secured teachers for the courses based on enrollment. In consideration to you and our teachers, we offer the following refund policy:

- Students who are enrolled full-time in the Online Academy will have a \$50 non-refundable fee if they change to part-time or withdraw completely.
- Students who are enrolled part-time in the Online Academy will have a non-refundable \$20 fee per course.
- A full refund, minus the non-refundable fees, will be given up to and including the first week of class, not including orientation week.
- Once your child has attended a class during their second week of class, NO REFUND will be given.
- If removed from a course for a disciplinary action, no refund will be given.
- Kolbe Academy reserves the right to cancel a course due to extenuating circumstances. If that should happen, you will receive a full refund for the course or a credit for another course, whichever you prefer.

**See next page.**



# Kolbe Academy

1600 F Street, Napa, California 94559

707-255-6499

707-255-1581 (fax)

onlineacademy@kolbe.org

www.kolbe.org

I am enrolled in the following Kolbe Academy Online Courses. Please fill in the date and time (in Pacific Time) that each meets.

Course Name	Day(s) of the Week	Time (Pacific Timezone)

The parent and student needs to initial each statement.

Parent	Student	I. Acceptable Behavior Policies
		The student will use proper "netiquette." And protect the privacy of students and staff.
		We will use appropriate and courteous language at all times. We understand that Kolbe Academy will determine the appropriateness of the language, messages, or conduct.
		We understand that message content in student work and comments made during the course may be accessed, retrieved, redistributed, and printed by teachers at any time.
		We understand that inappropriate language, messages, or conduct is strictly prohibited and may result in disciplinary action and/or removal from class.
		We understand that chat, whiteboard, and discussion privileges may be restricted or removed at any time.
Parent	Student	II. Academic Integrity Policy
		We have read, understand, and will adhere to the Academic Integrity Policy.
		We have read and understand the <i>Examples of Academic Dishonesty in a Kolbe Academy Online Course</i> outlined in the Academic Honesty Policy.
		We understand that our failure to follow the Academic Integrity Policy may result in a failing grade for the assignment and possibly for the course and possible immediate removal from the course.
Parent	Student	III. Study Skills
		We have watched the Study Skills videos as outlined in our Kolbe Academy Welcome Email.
Parent	Student	IV. Subsidiarity
		We have read and understand the policy on subsidiarity.
		We understand that by enrolling in (an) Online Course(s) that the parent has delegated this course to the student's instructor.
		We understand that the teacher has been given the right to give assignments and make assessments at his/her discretion.
		We will make sure that we understand the course requirements and expectations needed to successfully complete the course as informed by the instructor.
		We understand that it is the student's responsibility to be prepared for each class and to make up for any work missed due to an absence and that late or missing work may affect the final grade.



# Kolbe Academy

1600 F Street, Napa, California 94559

707-255-6499

707-255-1581 (fax)

onlineacademy@kolbe.org

www.kolbe.org

		We understand that if the parent decides to take the responsibility back for the student coursework that grades and sample work will have to be resubmitted to Kolbe Academy for homeschool credit and that the OK or OH course designations will be lost.
		We have watched the Kolbe Academy video on the role of the parent in the Online Courses. (The link to the video was provided in the student welcome email.)
<b>Parent</b>	<b>Student</b>	<b>IV. System, Hardware, and Software Requirements</b>
		We have the necessary system requirements <a href="#">for Adobe Connect 9</a> .
		We have a DSL/Cable connection or better for broadband internet access.
		We have a headset with microphone and earphones for the student's computer.
		We have a word processing program, a scanner (or digital) and a printer.
		We understand that we may be required to have a webcam.
		We understand Adobe Connect should be the only internet application running on the home internet during live sessions.
		We understand that students are asked to login to their Online Class about 20-30 minutes before class begins for an audio check.
		The student will attend class orientation via Adobe Connect to insure that the proper technological processes needed to complete the online course are learned.
<b>Parent</b>	<b>Student</b>	<b>V. Withdrawal and Refund Policy</b>
		We understand that for Summer Courses, there is a \$20 non-refundable fee per course. For Fall/Spring courses, students who are enrolled full-time in the Online Academy will have a \$50 non-refundable fee if they change to part-time or withdraw completely, and part-time students will have a non-refundable \$20 fee per course.
		We understand that for Summer Courses, a full refund, minus the \$20 non-refundable fee, will be given up to and including the first class. For Fall/Spring courses a full refund, minus the non-refundable fees, will be given up to and including the first week of class, not including orientation week.
		For Summer Courses, we understand that once the student attends their second summer class, NO REFUND will be given. For Fall/Spring Courses, we understand that once the student attends a class during the second week (not including orientation week), NO REFUND will be given.
		We understand that no refund is given if a student is removed from a course due to disciplinary action.
		We understand that Kolbe reserves the right to cancel a course due to extenuating circumstances. A full refund is given if this occurs.

## Signature of Contract

My parent/guardian and I, as a student, understand that by enrolling in Kolbe Academy's Online Academy, we agree to the above policies.

We, \_\_\_\_\_ (student) and \_\_\_\_\_ (parent), confirm that we have read, understand, and agree to the aforementioned statements. Our signatures below indicate our willingness to adhere to all of Kolbe Academy's policies and procedures. We will behave in a manner most pleasing to God and most edifying to our neighbor for God's greater glory.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please scan and email Page 4 & 5 of your contract to: [onlineacademy@kolbe.org](mailto:onlineacademy@kolbe.org)