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### A. Classroom Etiquette

#### 1. The Online Classroom

Our online classroom is a real classroom and a formal setting, and good manners are expected both in the chat box and when on the microphone. You are expected to treat your fellow students as you would like to be treated, which includes kind posts and responses that do not demean, ridicule, or present a negative attitude that is detrimental to the subject we are talking about or to a person, present or absent. Treat your instructor and course monitor with respect.

#### 2. Chat

##### a. Before Class

Chatting before class starts is appropriate and encouraged. Before class, chat is a great time to get to know your classmates and make friends around the globe!

##### b. During Class

Once the class has begun, all chat is to stay on topic and be addressed to the instructor. If you and another student chat together in the chat box regarding a side topic, then class will be stopped and you'll be asked to stop the chat (in front of the class); however, the class monitor has the full permission to automatically remove you from the class (into the waiting room) for any chat that is inappropriate. Please note that the live sessions are recorded.

##### c. Chat is Recorded

Everything that you write in the box will be able to be viewed in the future by the instructor and your parent(s). If inappropriate chat continues, then you'll be asked to leave the class. That said, in-class chat that is positive, on-topic, and moving ideas on what we're learning in class forward is wholeheartedly encouraged!

#### 3. Technical Problems

If you have a technical problem during class, then please address the issue with the course monitor via private chat.

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### B. Deadlines

#### 1. Deadlines

Assignment deadlines are firm; assignments are due on the date noted in the course. Please see the AWA Late Policy for more details.

#### 2. Late Assignments

For all of Homeschool Connections courses, late assignments are graded at the discretion of the instructor; there is no guarantee that late assignments will be graded. In this course, an assignment turned in one week late will lose one full grade above the assignment's normal grade. Assignments turned in after two weeks will not be graded.

### 3. Exceptions for Turning in a Late Assignment

If you have an extenuating circumstance (illness, death of a relative, etc.), if at all possible, then please notify the teacher **before** the deadline, to let the teacher know you need an extension. Please see the AWA Late Policy for more details.

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## C. Grades

### 1. Feedback

Your homework assignments will receive feedback and comments appropriate to the assignment, to help with growing your skills in the subject.

### 2. Grade Records

Your grades are posted in the Caravel learning management system (LMS), and you can access your grades there. You will have access to the LIVE course and your grades for six (6) months after the course is completed. The instructor does not keep record of your grades aside from what is posted in LMS.

### 3. Tracking Course Progress

It is the parents' responsibility to track a student's progress, including making sure that assignments are turned in properly and on time.

### 4. Assigning Grades

Parents are the ultimate authority in their homeschool and assign the final grade on the student's transcript. Every Aquinas Writing Advantage course has an "Assignment and Grade Record" PDF available as a download. Use the pages to keep track of grades. Additionally, free homeschool forms (including record-keeping forms) can be found at the Homeschool Connections website.

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## D. Communication (Questions, Comments, and Concerns)

### 1. Course Content

#### a. Contacting the Instructor

All questions about course content and student performance should be directed to the instructor. Instructors will respond within 24 hours, with the exception of Sundays, holy days, and breaks. Your instructor's email address can be found on the Caravel LMS course page. If you have trouble locating it, then please email [info@homeschoolconnections.com](mailto:info@homeschoolconnections.com).

#### b. Timely Emails

Send your questions *sooner than later*. Send your questions *sooner than later!* Instructors most likely will not be able to answer questions about an assignment if you send the email the day before the assignment is due. Please be responsible by working on your assignments many days before the due date.

### 2. Technical Problems

Direct all technical problems to [info@homeschoolconnections.com](mailto:info@homeschoolconnections.com). (Your instructor does not deal with technical issues.)

### 3. Proper Emails

Because this is an educational course and not Twitter, Facebook, or instant messaging, address your correspondence "**Dear Professor**" or "**Dear Mr./Mrs./Ms. [name]**." In the body of your email, use proper grammar, refrain from using slang, and sign your email with your full name.

### 4. Labeling Emails

#### a. Full Information is Needed

When you have a question about content or an assignment, be sure to note the week and specific name of the content you're addressing. Give enough details so that both the question and the area from which it came is clear.

#### b. The Subject Line

Because instructors often teach a number of courses, be sure to put the name of your course in the subject line of your email, which helps your instructor get to the content quickly, to address your question in a timely way.

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## E. Academic Dishonesty (Cheating and Plagiarism)

### 1. Plagiarism Defined

#### a. Detailed Definitions

Plagiarism includes, but is not limited to, taking someone else's assignment and submitting it as your own; paraphrasing the ideas of another author without giving the name and source; submitting content from the Internet, books, published/unpublished works, and/or content generated from Artificial Intelligence as your own; and providing your work to another student to be copied (supporting plagiarism). For more information, please refer to *A Guide to Academic Dishonesty: Cheating, Plagiarism, and AI for Aquinas Writing Advantage Students* found in each course (Important Information page) and on the AWA website.

#### b. Theft and Lying

Plagiarism and cheating defraud the instructor of the opportunity to assess your work and ability. Cheating is an act of theft and/or lying.

### 2. Cheating Defined

#### a. Detailed Definitions

Cheating includes, but is not limited to, using memory aids during tests or quizzes without the instructor's expressed permission; using summaries or commentaries (Spark Notes, Cliff Notes, etc.) instead of reading the required works; accessing answer keys before completing homework or taking a test or quiz; copying another student's homework; and using the computer, Internet, or any Artificial Intelligence system to create or translate an assignment.

#### b. Help on Assignments

Having another person, student, friend, or family member assist with the work (beyond what has been expressed in the class as acceptable help) is also considered cheating.

### 3. Grading and Academic Dishonesty

The first incident of academic dishonesty results in a score of zero (0) for the assignment. Your parents will be notified, and you'll be placed on academic probation. The second incident results in expulsion from the course without a refund.

**D. Conclusion**

We hope that the “Student Expectations” policies will help you be successful in your academic career and beyond. We are always open to your questions and suggestions, so please don’t hesitate to email your instructor or Homeschool Connections if you need clarification or have concerns. We are here to help and are honored that you’re here to learn with us.