

# Excel Tutoring Policies

- Excel Virtual Tutoring is a program provided through CrossingPoint Christian Church.
- Registration for tutorials will be for a minimum of one school semester.
- Tutoring sessions will last approximately 60 minutes. If the student is late, the session will still end at the original time.
- Excel tutoring services take place primarily in a virtual learning environment.
- All tutoring sessions will be hosted by CrossingPoint Christian Church via Zoom or held at CrossingPoint Christian Church ONLY. In-person Excel tutoring services are not available within a private, in-home environment of any kind.
- Tutoring services are provided at the rate of \$140 per month. Fees for services are processed electronically.
- Monthly payment confirms the client's agreement to receive Excel Tutoring Services according to all Excel Policies & Procedures.

## Excel Tutoring Program Agreement

As a student in the Excel Tutoring program, I understand that I am responsible for the progress I make while in the program which is affected by how hard I work and my attitude. My tutor will lend assistance, but will not do the work for me. I agree to the following:

- To attend all tutor sessions. If I am unable to attend, I will notify the Excel Tutoring office as soon as possible.
- To bring in any homework that I might have and be ready to work with my tutor.
- To have a good attitude about being a part of the Excel Tutoring program.
- To receive services for one semester to allow time to see the results of tutorial services.
- To register for next semester if I would like to continue tutorial services.

As the parent/guardian of a registered Excel Student, I hereby consent for my child to receive tutoring in the Excel Tutoring program. I understand that tutorials will be hosted by CrossingPoint Christian Church via Zoom or take place at CrossingPoint Church, and that I am responsible for electronic access and/or transportation for my child. I further understand that my child needs to come to tutorials prepared and ready to work. **I realize that tutors are certified teachers lending their expertise to the program for the purposes of supplementing my student's education.** I understand that Excel Tutoring might wish to photograph or record these activities for promotional purposes and, if I do not wish for my child to be photographed or taped, it is my responsibility to notify the program. I agree to abide by all policies set forth by the Excel Tutoring program and agree to provide a copy of a report card/progress report/grades upon registering and for each marked period my child participates in the Excel Tutoring program.

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## Excel Cancellation of Services & Reimbursement Policy

Clients who cancel tutoring services 24 hours PRIOR to the first tutoring session for the month will receive a refund of their monthly fee less a \$35 termination fee. If cancellation occurs within 5 days following the first tutoring session of the month, a 50% refund will be issued. No refunds will be issued thereafter. Neither EXCEL or CrossingPoint Church are not responsible for fees associated with electronic fee processing.

## Excel Virtual Learning Code of Conduct

All Excel students receiving digital curriculum and direct instruction online are subject to this Student Virtual Learning Code of Conduct. As a virtual learning student, there are additional rules and expectations regarding prior online etiquette in place in order to protect all students, all tutors and staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. We especially appreciate partnering with parents to teach responsible Internet use. Please review the following rules and expectations carefully:

- Students are responsible for proper behavior during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- We take integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.
- Security and Safety is a high priority, especially when the system involves many users. If you identify a security and/or safety problem in the Excel educational platform, notify Excel: [excel@crossingpoint.info](mailto:excel@crossingpoint.info)
- It is illegal to create harmful computer viruses.
- Remote Learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
- Protect your passwords. Keep it secret from anyone except your parents.



## INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of EXCEL and, as such, is subject to disclosure to the parent, parents, administration or other third parties. Consequently, EXCEL expects both students and parents to abide by the program's Internet usage policy: Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Abuse of Internet platforms and tools in violation of program policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited, but are not limited to this list. These behaviors will result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Engaging in unauthorized transactions that may incur a cost to the program or initiate unwanted Internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of EXCEL, another organization, or person.
- Refusing to cooperate with a security investigation.
- Using the Education Portal for political causes or activities, religious activities, or any sort of gambling.

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- Jeopardizing the security of the organization's electronic communications systems.
  - Sending or posting messages that disparages EXCEL or another organization's products or services.
  - Passing off personal views as representing those of EXCEL.
  - Sending anonymous e-mail messages.
  - Engaging in any other illegal activities.
  - Disturbing the virtual Learning Environment.
  - Refusing to follow the rules of the specific Virtual Learning Classroom.
  - Unmuting yourself when your teacher has placed you on mute.
  - Refusing to turn your computer video on while in the Virtual Learning Classroom. All students are to remain visible and identifiable for security purposes.
  - Recording any class session and transmitting it.
  - Recording your teacher and/or classmates.
  - Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
  - Participation in Cyber bullying and/or Harassment.
  - Cheating and/or Plagiarism.

## **STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT**

Students of Virtual Learning are in the virtual environment. Therefore, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then addressed in an appropriate manner. Accordingly, in addition to district applicable policies, the Virtual Learning Code of Conduct incorporates expectations of conduct specific to virtual/remote learning classrooms. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information.

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Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

## **BULLYING AND HARASSMENT POLICY**

Harassment is prohibited between members of the EXCEL community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment will not be tolerated and shall be just cause for immediate termination of services. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the program director.

## **ACADEMIC INTEGRITY POLICY**

What is academic integrity?

- Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

Why is academic integrity important?

- When students submit an assignment that is not their own original work, there are two issues involved:
  - o Students are earning credit for learning material for which they have not demonstrated mastery.
  - o They may be violating the policies of the school

What are some examples of academic integrity violations?

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• There are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”

• Plagiarism - To steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source. Some examples are, but not limited to the following:

- o Copying and pasting a report from the Internet and representing it as your own work
- o Copying any other work and not properly citing authorship

• Cheating

- o To influence or lead by deceit, trick, or artifice
- o To practice fraud or trickery to violate rules dishonestly
- o Providing questions/answers/ work to another student
- o Receiving questions/answers/work from another student

Consequences of Violation of this Policy: A variety of consequences will be administered when students are discovered cheating or plagiarizing to include suspension or termination of services. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted. Parents, as partners in supporting student learning, you are encouraged to:

- Ensure that their child’s work is authentic and original.
- Monitor.
- Ask any questions regarding plagiarism or cheating if they are not sure.
- Report any suspicious activity.

## **PARENT/GUARDIAN’S RESPONSIBILITIES**

As a parent/guardian of a virtual student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way. Tutors will keep the parent/guardian apprised of the student’s progress. Parents are expected to supervise and monitor their student’s progress throughout the duration of the session, just as you would in a regular learning setting. Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization.

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Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens. You may contact your child's tutor via email to [excel@crossingpoint.info](mailto:excel@crossingpoint.info) to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's tutor.

## Policy Agreement

I acknowledge that I am at least 18 years of age and have read this document in its entirety. I fully understand and I agree to abide by all policies. I understand that payment to initiate tutoring services from CrossingPoint Christian Church dba EXCEL verifies that I have read and agree to adhere to all EXCEL policies.