



Student/Parent Handbook

2005/2006

Forward

To Students and Parents,

I am really happy you have chosen to take an online course with Christian High Online. I believe you will find this online community to be a challenging, open and inviting place for you to learn, grow, make new friends and experience Christ's love in a learning environment. All of us at Christian High Online are committed to creating a Christian community of learning all that we do.

We believe that for us to function well as a community and for us to succeed together, we must have common expectations and guidelines. While total agreement about each policy is impossible, consistent application can be expected and will be applied.

I sincerely hope that together we can glimpse a vision of Christ's kingdom in our online learning community. May we, with God's help, experience success and joy in attaining that vision.

Dennis Zoet
Director, Christian High Online

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Student Expectations

The amount of school work and class time one can expect would be the same as one would expect in-seat; since the online courses have been accelerated to an 11-week and 16-week format, students can expect the following weekly work load:

- 11-week course (.5 cr.) = 6 hours of weekly class time; homework and project time would be additional
 - 16-week course (.5 cr.) = 4 hours of weekly class time and homework and project time would be additional
1. Check the course homepage, calendar and assignment page, your email, and the course discussion board several times a week.
 2. Post comments and responses to the discussion board at least twice a week.
 3. Keep up with your reading assignments, study guides, weekly activities/application assignments and on-line quizzes (as applicable).
 4. Participate actively in class discussions by applying the knowledge you have learned and posting these to the discussion board.
 5. Respond to the case studies / scenarios posted weekly on the discussion board: ask questions, respond to questions, and make other comments.
 6. Practice "Netiquette": be polite and respectful in your postings; use good grammar and correct spelling; don't write in all caps or exotic fonts - In short, present your best self!
 7. Remember that all Christian High Online students must be proficient in the English language - this is one criteria for admission.
 8. Have a home computer with internet access and inform your teacher immediately if you have a problem.
 9. Read through the parent-student handbook posted on the website. You are responsible for adherence to these policies.
 10. Your class time each week will range from 4 to 5 1/2 hours (depending on if it is an 11-week or 16-week session). In addition you will have readings, home work, discussion board assignments, group projects and postings. Plan on several more hours a week beyond class time to complete your work.

Managing Your Time

In any online course, time management is critical to success, but that is especially true in our 11-week and 16-week sessions. Our courses are structured asynchronously, which means that you don't have to be online at the same time as your instructor or other students. The advantage of learning "Your days... your times... around your schedule" also makes it easier to put off logging on and participating in class. As with any traditional in-seat course, you risk earning a lower grade if you fall behind.

One of the best ways to manage your time in an online class is to plan out your day and your week as you look at your weekly online course assignments and projects to see where your online course best fits into your other classes and activities. You may have an actual class period during the school day to work on your online course, but most students will still need to find the time to work on their online classes at home (even if you have time during a scheduled class, you'll probably still have online homework).

Computer/Technical Requirements

The following are minimum specifications for your computer. We require that you have a home computer unless your school is permitting you to take the course during your normal school day (yet even under that scenario, we strongly recommend that you have a home computer or access to another computer since you may not be able to complete all of your required activities during your normal class computer access).

- Pentium II (233MHz minimum, higher recommended)
- Windows 98, NT, or higher (XP Recommended)
- 256 MB RAM
- 12x CD-ROM (CD/DVD Recommended)
- 56Kbps Modem (Broadband or DSL Recommended)
- Display setting 800x600 resolution (1024x768 recommended)
- Internet Explorer (web browsing software); version 5.5 or higher (IE 6.0 strongly recommended). We do not recommend using AOL or other dial-up ISP's web browsers. If you do have AOL, once logged in, open up Internet Explorer in order to log into your course and do your coursework.
- Word processing software

Some courses may require specific software packages

Attendance

While students *may* not be responsible for *daily* classroom participation as in a traditional classroom setting, there is still a need to participate when required. Our courses are designed to be "highly interactive" and require that you participate in the course several times each week. Within most courses students may be assigned to small groups to work on collaborative projects. Extended periods of your absence from an online class will be evident in the following ways:

- Failure to make required classroom discussion posts
- Failure to hand in assignments
- Failure to communicate with other students

- Failure to communicate with instructors

In any instance where technical difficulties are a problem, please notify the class instructor by other means, such as telephone, to communicate your difficulties and find an alternative way to access the Internet. Always follow the attendance guidelines specified by your instructor at the start of the class.

Prolonged absence due to vacation, illness or extended inability to participate

If an unexpected situation should arise and there is an extended leave from the course, follow these steps:

1. Determine if Internet access is available (through libraries, etc.);
2. Contact the course instructor to explain the situation;
3. Discuss class alternatives with the instructor or on-site mentor teacher.

If you are going to be out of town, and know ahead of time, please inform your teacher, letting them know that you will be out of town and the dates with as much notice as possible. Teachers do understand that this does occur in the online classroom and they will work you to make arrangements about how to deal with the work missed while you're gone/out.

Grading Policy

Christian High Online computes GPA's on the following basis:

- 4.00 = A
- 3.67 = A-
- 3.33 = B+
- Etc.;
- 1.0 = D
- 0.67 = D-
- 0.00 = E

When grading is done by a teacher's use of a scale of 0-100%, the following pattern for a letter grade will be used – although the teacher may adjust the scale downward; that is, expand the categories for each grade, for a particular course or for a particular test or assignment. Teachers do share the grading scale with students at the start of each course.

Scale:

100	-	98	A
97	-	94	A-
93	-	91	B+

90	-	87	B
86	-	84	B-
83	-	81	C+
80	-	77	C
76	-	74	C-
73	-	71	D+
70	-	68	D
67	-	65	D-

During your online session, grades will be posted to the online grade book so that you can check your grade status all throughout the course. Each teacher will inform you as to when you can expect grades to be posted and updated, but in general, teachers will post grades within one week of the day they were due along with any comments.

Student Grievance for Academic Process

A part of faculty responsibility at Christian High Online is the assignment of student course grades according to methods, which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

Most potential conflict situations will be resolved with your teacher. Thus, any student who contests a final course grade should follow the following process:

- 1). The first step is to resolve the matter with the teacher who assigned the grade. Failing to reach a satisfactory resolution, the student may appeal the course grade.
- 2). If the conference between the student and the teacher does not resolve the matter, then the student must complete in writing the complaint listing the details of the situation and the reasoning behind why the student believes the grade to be inaccurate. This written appeal must be sent to the Director of Christian High Online within 14 calendar days after the grade has been posted and cannot be appealed beyond this period. The written appeal will become the document of record.
- 3). The director will confer with the student and the faculty member to seek resolution by mutual agreement if possible. If not possible, a final judgment will be made.

Personal Dignity

Harassment of individual students violates fundamental Christian principles. Therefore, Christian High Online has established a dignity policy. Christian High Online will respond to conduct, whether intentional or unintentional, which subjects another person to unwanted comments or unwanted actions because of race, national origin, age, gender, sexual orientation, physical characteristics or disability; or other harassment or activity which robs the person of self-esteem.

If harassment takes place, and the student is unable to resolve the problem, then the student should report it to their teacher first. If the problem continues, please inform an administrator at Christian High Online so the matter can be dealt with in a timely manner.

Harassment, including verbal abuse, will result in corrective action and penalties, which may include suspension or expulsion. Threats against the welfare of students, teachers or school property (such as servers, online learning platform, etc.) are grounds for dismissal.

Academic Integrity

Christian High Online takes a strong stance on academic integrity and we expect that commitment from the student participating in our online courses. Your enrollment in a Christian High online course is considered your commitment to academic integrity within the courses you take. Academic integrity means:

- Your work on each assignment will be completely your own;
- You will not practice plagiarism in any form;
- You will not allow others to copy your work;
- You will not misuse content from the Internet.

Plagiarism is defined as: 1: a piece of writing that has been copied from someone else and is presented as being your own work 2: the act of plagiarizing; taking someone's words or ideas as if they were your own Source: WordNet ® 2.0, © 2003 Princeton University

Students may be removed from their online course with a failing grade should an instructor confirm that a student has plagiarized work in any manner.

Refund Policy

Participants who officially withdraw from their courses through the Christian High Online Office may receive a refund of tuition according to the following schedule:

- A full refund will be granted if withdrawal occurs prior to the first day of the course.
- An 80% tuition refund will be granted if withdrawal from the course occurs after the course began, but prior to the start of the second week of the course (starting on Monday).
- A 50% tuition refund will be granted if withdrawal from the course occurs prior to the first day of the third week of the course (Monday).
- No tuition refund will be granted after the end of the designated drop periods listed above.
- No tuition refunds will be granted if the participant is dropped from the program due to non-attendance, lack of participation or for disciplinary reasons (i.e. Personal Dignity, Academic Integrity, etc).

Students are required to complete a withdrawal request to the Christian High Online office by sending an email listing your name, date, course(s) you wish to withdraw from and a reason for the withdrawal to the following email address:
registrar@ChristianHighOnline.org

We are not responsible for delay in messages or lost messages – you will receive a confirmation from us within one business day of receiving your message.

Students that drop the course after completing 50% of the class requirements and fail to take the final exam will receive an “E” for their final grade.

Transferring Credit

The transferring of credits depends on the school you are transferring the credit to. Since Christian High Online pays special attention to ensuring we meet or exceed the expected standards for our teachers, curriculum, department of education and accreditation bodies, students should not have trouble transferring credits; *yet students should get written verification from their base / home school they wish to transfer the credits into to ensure acceptance.* Our staff will work with you to make sure the accepting school has all of the information they need in order to make their transfer credit decision.

Students must submit a request to Christian High Online listing their name of the school and address you wish to have your transcript sent to.

Since Christian High Online does not grant diplomas, students may not transfer credits into Christian High Online.

Course Access & Passwords

All students are provided a unique password to access online courses. You can access your online course via www.ChristianHighOnline.org. It is your responsibility to keep your password in confidence.

Usernames and passwords will be sent via email to students 24 hours prior to the official start of your course. You will not be able to access your course prior to 24 hours ahead of time (official course times begin at 8am on the specified date).

Course Start & End Dates

All Christian High Online courses have specific start and end dates. Courses are either 7-week, 11-week or 16-weeks in duration. Each course is listed along with the duration and in most cases, these dates may be slightly different from local school starting and ending dates. Students are expected to participate in an online class for the duration of the period it is offered, regardless of local or home school scheduling.

Contacting Your Instructor

At the start of each course your instructor will provide you with detailed information regarding how to contact them (including phone and email). Email is typically the best way to reach your instructor. Instructors will also post set office hours that they will keep each week where you will be able to join them for a real-time chat or instant messaging session.

Please contact your online instructor if you have questions regarding the content in your course, your materials, pace, grades, or anything else related to the course you are taking.

Course Mentor

Our courses are organized so that the teacher instruction students receive is more than sufficient for them to achieve the educational objectives. However, we recognize the value of each student having an “accountability mentor”. Thus, our courses are designed for students to be partnered by a course mentor. The mentor is typically a teacher at the student’s base school or a parent/guardian. Although online teachers and students have daily interaction, we find the accountability mentor to be a valuable ingredient to student success.

Typical monitor responsibilities include:

- Assist the students with keeping on task;
- Ensuring the integrity of each student’s work;
- Monitoring the online student’s progress.

Career Counselors

Christian High Online does have a career counselor for students use. The counselor is an excellent resource who is available to advise about courses of study, evaluate work being done, assist in planning for a career/college, and aid in assistance with college forms (such as financial aid forms, scholarship forms, etc.).

Books & Materials

Upon enrolling, each student will be notified about any additional books or materials required for that particular course. Most courses to require a textbook or some form of additional materials. Students are responsible for getting those materials prior to the start of their online course.

Textbooks can be purchased from: www.mbsdirect.com/christianhighonline via the web, phone, fax or mail. MBS Direct also conducts a book buy back in which they typically pay 40% of the new book price (regardless of the fact that you purchased the book new or used) and they will send you a pre-paid postage label for you to use to send the book back.

Christian Atmosphere

This student/parent handbook ends as it began! Christian High Online seeks to create a learning community that reflects the reality that we are God's image bearers. Although broken by sin, we are redeemed through our risen Savior, Jesus Christ and called to live a life of gratitude. Each Christian High Online classroom is a collection of God's children from around the world, each seeking to better understand how sin has tarnished God's perfect creation, rejoicing in the good news of salvation through Jesus Christ, and discovering God's call to live a life of service.

At Christian High Online we see each student as the apple of God's eye. We expect students, therefore, to show their redeemed identity.