



OC Online Course Policies

Course Completion: Each standard semester long course is designed to be completed in approximately 90 hours (average of 5-6 hours per week), by the end of posted term dates. Accelerated terms, including summer, require proportionally more hours of work per week.

Methods of Instruction: This course is delivered entirely online (except science labs), including weekly live sessions. Assignments, announcements, communications, discussions, grades, and resources will be accessible in Canvas.

Live sessions provide students an opportunity to gain deeper understanding of course content and to connect with their teacher and one another. When students are unable to attend a live session, they must communicate with their teacher in advance, before the weekly scheduled meeting. With teacher approval, students may watch the recording and complete associated tasks in order to receive participation credit. *Failure to receive teacher approval will result in a student receiving 0 participation credit for that week.*

Late/Missing Assignment Policy: While OC Online allows students to work at their own paces on a weekly basis, there are still expectations regarding due dates and continual student progress. OC Online has a late/missing assignment policy that allows students to work a flexible schedule within the course structure while still maintaining academic integrity, comprehension of the material, and effective time management.

- Assignments have due dates assigned by the teacher at the start of the course and posted within the course.
- **Assignments not submitted by the due date will be considered late.** A grade of 0 (zero) will be entered in the grade book until the assignment is submitted and graded. Students will be notified through assignment feedback, comments, and/or email.
- Assignments turned in after the due date will receive a **penalty of 1% per day for up to 30 days.** Assignments submitted after 30 days will receive a 30% penalty.
- Students are not permitted to submit placeholders for any assignment. The only exception would be if the course teacher or school administration has granted prior approval in the form of a submission comment on the course assignment.
- Course instructors **may allow** students to re-submit an assignment, excluding quizzes and tests, for additional credit in the form of a submission comment on the course assignment. Please check with the instructor, in advance, on his or her resubmission policy. **If permitted by the course instructor,** updated assignments must be resubmitted within 7 days of the assignment's initial grade being posted. Any initial late penalty on the original submission will remain but will not increase during this 7-day window. No assignments may be resubmitted 7 days past the grading date.
- ALL assignments must be submitted by the posted close of course date/time. If assignments are not submitted by the close of the course, they will receive an immediate zero and are not eligible for late submission.

Academic Integrity: Academic Integrity is honesty in a learning environment. Academic dishonesty includes, without limitation, the following: plagiarism, cheating, facilitation of academic dishonesty, fabrication, deception, bribery, sabotage, impersonation, fraudulent excuses, and violation of federal copyright laws. This also includes browsing the internet to collect information for an assignment without properly citing the source or using online translation tools for foreign language.

Teachers or staff who suspect a student of academic dishonesty will notify the student or parent via assignment grade/comments. The student should respond in writing within 48 hours to determine if there was an acceptable explanation or if a violation has occurred. The OC Online Dean will determine, in his or her sole discretion, consequences which may range from 0 score for an assignment to dismissal from the online program. Students must also comply with internal course components designed to foster academic integrity, such as regular oral exams. Skipping these assignments or violating policy can result in additional measures being used, such as proctored or timed exams.

Communication Guidelines: At OC Online, we are committed to stay connected with our students and be available for your questions and academic needs. You can reach your teacher in a variety of ways including Canvas messaging or telephone. Teachers will return phone calls, messages and email within 24 hours. On weekends or holidays, the teacher will respond to you the next business day. When you do contact your teacher, be sure to include your name and the class that you are in, so that your teacher can better respond to your question or concern.

**For a list of all policies, please see pages 5-8 or visit
<https://www.oakschristianonline.org/resources/course-policies/>**



Parent/Student Acknowledgment of Agreement with Course Policies

Please review the course and school policies pages, read thoroughly and discuss with your family, tutor, or any other support system you have in place.

If you have any questions, please contact the course instructor via Canvas messaging or email online@oakschristian.org.

We acknowledge receipt of the course policies and procedures and agree to follow them.

Student Name:

Student Signature:

Course Name: _____

Parent Signature

Date

**Please sign and date above and submit a copy to the Course Policies assignment by the due date posted within the course.
You may scan or take a picture.**



OC Online Course Policies Continued

Academic Support- Students should check with their teacher first for all course questions. Additional help and support are offered to online students through their Student Advisor. If a student is unsure who their advisor is, email online@oakschristian.org or stop by the online school offices Monday – Friday, 8:00 a.m. - 4:00 p.m. PST. Call 1-855-462-6257 if you need directions.

All OC Online students are important to us, and we reach out with regular grade and status reports to students and parents. If weekly live sessions with teachers and follow up from advisors is not enough support, please contact us for additional support options.

Accessibility- Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information here: http://www.instructure.com/canvas_vpat.

Computer Use Policy- Acceptable uses and ethical behavior--use of the school website and internet communications is a privilege and not a right.

In using technology, students, staff and faculty are expected to adhere to the same standards of ethical behavior which govern our school community.

Exercise good judgment in visiting web sites. Do not visit sites that appear to contain objectionable material. Ask a teacher or a parent if you are unsure if the site is appropriate.

Be polite; use appropriate language for all communications. Avoid jokes or statements that might offend.

To protect your privacy and safety, never give out your address, telephone number, or full name.

Unacceptable uses include, but are not limited to, sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy. All forms of cyberbullying, sexting, sending malicious code, sending pornography, junk emails, impersonation, stealing passwords, flaming, harassment, denigration, outing, trickery, exclusion or cyberstalking are strictly prohibited, are not tolerated and will result in consequences up to and including dismissal from a course without credit and dismissal from school, as determined by the sole discretion of the principal.

Violation Consequences - Any violations of academy policy and rules may result in loss of access to the course and possible dismissal from the school as determined by the sole discretion of the principal. OC Online may monitor any users' school-provided access to the course to ensure appropriate use. Such monitoring may include, but is not limited to, monitoring of websites visited, "chat room" conversations, and e-mail contents. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Copyright- Course materials available through Canvas may be protected by copyright law. This material is only for the use of students enrolled in the specific course(s) and must be used in accordance with the United States Copyright Act, Title 17 of the U.S. Code. Protected materials on the site may not be retained on the user's computer or other electronic storage device for longer than the duration of the specific class for which they are assigned, nor further disseminated by the user to any other persons.

Notice of Claimed Infringement

If you believe that your work has been copied in a way that constitutes copyright infringement, please provide our Designated Copyright Agent (identified below) with the following information:

- (a) an electronic or physical signature of the person authorized to act on behalf of the owner of the copyright or other intellectual property interest;
- (b) description of the copyrighted work or other intellectual property that you claim has been infringed;
- (c) a description of where the material that you claim is infringing is located on the SITE (preferably including specific URL's associated with the material);
- (d) your address, telephone number, and email address;
- (e) a statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; and,
- (f) a statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright or intellectual property owner or authorized to act on the copyright or intellectual property owner's behalf.

You may send your Notice of Claimed Infringement to:

Curriculum Development Director

Oaks Christian Online

31749 La Tienda Rd.

Westlake Village, CA 91362

Office: 818-824-9463

<https://www.oakschristianonline.org/>

Disclaimer- Oaks Christian Online makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on our servers; nor for the accuracy, nature, or quality of information gathered through school-provided internet access. The school will not be responsible for personal property used to access computers or networks, or for unauthorized financial obligations resulting from access to the Internet.

Enrollment in a course constitutes acceptance of all policies and the parent responsibilities. A more detailed description of parent / student policies for full-time online students is provided in the Parent / Student handbook, a copy of which is available to full-time enrolling students. The student and parent

hereby acknowledge that they have reviewed the policies as outlined above, understand them and agree to be governed by them.

Extension, Drop, Refund Policy- Extension Requests - An extension may be granted for a 14-day period if the extension is requested within 2 weeks of the end of a course end date. If approved, extensions may be granted for up to two weeks beyond the current course end date. If the end date passes, and the student has not requested an extension, any missing work would be counted as 0s, and the student would receive the grade earned to that point. An extension form can be obtained by emailing online@oakschristian.org and will incur a \$100 fee.

Drop Requests - Courses may be dropped with no penalty up until the course final exam is taken. No drops will be approved after the final exam has been taken. Once the term is ended, any incomplete work is issued a 0 and the final grade is issued.

Refund Requests - All courses must be paid in full upon registration. Refunds are issued as follows:

- > 7 days before course start date: Tuition - \$50 administrative fee/ course is refunded
- < 7 days before course start date: No Refund

Enrollment fees are not prorated due to absence or late entry. Transfers between courses, within one week of the start of the course are allowed but may result in additional fees based on enrollment or course cost. No transfer credit is given for selection of a course which costs less than the original price if done less than one week prior to the start of the course.

Materials and Textbooks- Most courses require additional purchase of textbooks or outside resources. Please see our [online bookstore](#) for up-to-date information about course materials.

Netiquette

- Type normally and don't use capitals if possible. Typing in caps lock is like yelling at someone, so it is important to type normally.
- Be merciful in the critique of a discussion. Do not express anger in written form. If a post is frustrating, take time to write a thoughtful response. Consider asking a question or not responding at all.

Student Participation and Engagement- Participation Credit and Student Expectations. OC Online creates courses to be meaningful and encourage learning. Student engagement is measured by a Participation grade at the end of each course module, and makes up approximately 10% of the course grade, with a few exceptions.

Students are expected to engage with classmates by logging into course multiple times (4+) per week, revisiting discussion posts and contributing to ongoing discussions, using peer names when addressing points in posts and in live sessions, restating others' ideas in summation to demonstrate understanding during live sessions or in posts, consciously establishing a relationship between the student's contribution and the peer's (e.g., "I disagree with your claim that Dimmesdale is a fraudulent character; I would argue instead that he is merely human . . .").

Students are expected to engage with course content by sending questions to the instructor about answers missed on quizzes or tests, following up on poor test performance, seeking options to revise

or resubmit work for greater mastery, taking advantage of “Check Yourself” components of the course, attending live sessions, participating during live sessions by being prepared (having completed assignments prior to the session), having course material on hand during the live session, viewing the recorded session if a live session is missed and demonstrating an understanding of the content within the live session recording, and logging into the course multiple times (4+) per week.

Students are expected to engage with the instructor by responding to teacher feedback which lets the teacher know that the student did indeed see the comments, emailing or messaging the teacher with questions to show that the student is actively moving through the course, raising questions about answers missed in order to receive more specific and individualized instruction, scheduling extra help as needed, and responding to teacher emails or phone calls to confirm that the correspondence has been received.

Technical Support- Students should check with their teacher first, and if they are unable to resolve their problem, they can email onlinesupport@oakschristian.org.