



Online Program Policy Handbook

A. Vision of the Online Program

Heritage Academy's online program is offered to students and families in light of (1) the opportunity to meet the needs of current students through online education, especially dual credit and AP courses, (2) the opportunity to provide new students with quality Christian online education, and (3) an effort to eliminate the risk which COVID-19 or other crises present to the mission of Heritage Academy which is "to partner with Christian parents to prepare College Worthy Character witnesses for Jesus Christ."

Our current and future goals related to the Online Program are listed below.

Current Goals (Phase 1) – As-Needed

1. Meet the needs of current students by offering online courses through a custom partnership with Seven Star (a leading provider of quality Christian online education) when (1) there is a scheduling conflict unique to the student, (2) there is a loss of a teacher for a scheduled course, or (3) there is a desire for dual credit or AP courses.
2. Meet the needs of current students by offering summer online courses when (1) a student needs to receive course credit in order to advance, or (2) a student wishes to advance in course sequence (or review a subject) during the summer months.

Future Goals (Phase 2) – Blended Program

1. Reach out to future students in remote locations with quality Christian online education and the Heritage community. This will be a blended form of online education in which a student attends online courses, but also participates in community life at Heritage.
2. Increase dual credit course options with Christian colleges.
3. Train additional Heritage teachers to function as online instructors.
4. Develop increased community life opportunities for online students.

Online education is an important part of a college education today. We want our students to be prepared for success at the college or university level.

B. Benefits of the Online Program

1. Biblically Integrated Courses: Online courses are developed from a biblical worldview and delivered with the guidance of a Christian teacher.
2. Christian Community: Online courses are taken in the context of the Heritage community. Online courses provide opportunity for enrolled students to participate in community life events of the school.
3. Transfer Credit: Because of our custom partnership, our online courses are Heritage courses and there is no need to transfer credit into your Heritage diploma.
4. Flexibility: Heritage can enroll groups of students or individual students. Our online program offers solo courses and seated courses (as needed). Courses can be set up as semester courses in alignment with the annual academic schedule or courses can be set up to run according to customized start-and-stop dates.
5. Accredited Courses: Through our custom partnership, all online courses are accredited by the North Central Association, a division of AdvancED. Online courses are developed by award-winning curriculum partners like Florida Virtual School, Fuel Education, eDynamic Learning, Accelerate Education, Comprehend, and Prep Works.
6. Cost: The same as traditional, seated courses at Heritage plus **a setup fee of \$45.00** for the first year enrolled in a course and **\$30 each successive year**. There is also a **\$30 fee for the proctoring of each exam (usually 2 per course)**.

Heritage online courses represent the best in Christian 6th-12th grade online course options. We are confident that you will appreciate the quality of the courses you choose to meet diploma requirements.

C. Online Program Director

The Academic Advisor currently serves as the Online Program Director. The Director is responsible to communicate with parents, conduct parent/student orientations, and monitor student progress. The Online Program Director collaborates with the Head of School to enroll students in online courses.

D. Course Components

1. Online Content: Online courses consist of student orientation, teaching content (written and visual), practice problems, assignments, assessments, discussion-based assessments, and proctored semester exams.

2. Christian Teacher / Facilitator: The online instructor will be introduced through a welcome email and welcome call. The online instructor's role is to provide support and guidance throughout the course.
3. Technology: On campus, the computer lab can be reserved or utilized during study hall. At home, a desk top computer or lab top will be required to function effectively in the online course.
4. Student participation: Students will participate in the online course on average 4-6 hours (for a regular course) and 6-7 hours (for an honors course).
5. School and Parent Monitoring: Weekly progress reports will be sent by the Maestro system on Mondays. Grades can be viewed on the homepage of the parent Maestro account.

E. Best Practices for Student Success and Frequently Asked Questions (FAQ)

1. Successful students/parents preview the demo course and sign the online course contract.
2. Successful students/parents communicate with the Online Program Director to (1) facilitate the start and finish of the course, (2) address course challenges, or (3) to arrange for the proctored final exam.
3. Successful students complete their work and keep up with deadlines.
4. Successful students/parents communicate regularly with the online instructor.

Frequently Asked Questions (FAQ)

What is the admissions process for an online course in Heritage's Virtual Academy?

The Admissions process for an online course is the same as the process for traditional seated courses offered at Heritage Academy. Current Heritage families can enroll in online course by contacting the Program Director. New families must be admitted through the admissions process before they can be enrolled in an online course.

Are online courses accredited or certified?

Courses offered in partnership with SevenStar are fully accredited. SevenStar is a corporate partner with University Model Schools International (UMSI.org).

What is the cost of an online course at Heritage?

Courses offered through the Online Program follow the same cost structure as traditional courses at Heritage. **We require that the cost of the entire course be paid in full (both semesters if it is a 1 credit course) before the course begins.**

Who can take an online course at Heritage Academy?

The Online Program offers courses to two categories of students: (1) current students, and (2) distance learning students.

- Current Students: Any student who has a scheduling conflict with the current Heritage schedule and is looking to fill the gap should contact the Program Director to enroll in an online course. Depending on circumstances, current students can take an online course as a “solo course” or with a “cohort” of other students. Priority must be first given to courses available at Heritage Academy. The online courses cannot take the place of a seated course that the student could otherwise legitimately take.
- Distance Learning Students: Any student who lives far enough away that (in their view) they cannot conveniently drive to the school location on MWF is eligible to enroll in an online course after acceptance into the school through the admissions process.

Is our partner SevenStar a Christian organization?

SevenStar is a Christian organization which hires Christian teachers who provide Biblical worldview integration in each course. SevenStar is a leading provider of quality Christian education.

How does Heritage build community for students who attend a course online?

Building community is an important part of Heritage Academy. Online students are given a variety of options to participate in the community life of the school. In addition, online students are required to participate in “online student days” on location at Heritage Academy.

Steps to Enrolling

1. Contact the Academic Advisor, Mrs. Laura Gutwein, to **set up a meeting**. She will help you learn more about the program and if it will be a good option for your student.
2. Once you decide to enroll your child in an online course, you will sign an **Online Contract Agreement** which clearly defines the expectations of taking an online class.
3. A student taking an online class will need to also **sign up for a Study Hall time** at Heritage Academy. The student will be expected to bring his or her own computer to the study hall to work on the online class. The supervisor in the Study Hall will be available to help with questions regarding the navigation of the course, not the content. Families will be expected to pay for the cost of the study hall time in addition to the cost of the course.

4. If a group of students end up taking a course that Heritage was planning on offering, then a teacher will be assigned to that group of students. This teacher will be there to help with the navigation and a limited amount of content for the course.

Academic Policies

Academic Integrity

A high standard of ethical behavior, scholarship, academic honesty, and integrity is expected from every student. To that end, any infractions that create or result in an unfair academic advantage for one or disadvantage for another will be investigated. Infractions that are deemed to be in violation of this academic integrity standard encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, fabrication, plagiarism, and facilitation by: Submitting work, in whole or part, that is not one's own without proper citation.

- A. Copying answers from peers during an examination.
- B. Using notes/materials during a semester exam without written instruction to do so.
- C. Permitting another student to copy one's work.
- D. Submitting work previously submitted in another class without appropriate citation and/or permission of the instructor.
- E. Otherwise misrepresenting academic achievement for evaluation or a grade.
- F. Suspected academic integrity violations will be reported to the Heritage administration and appropriate consequences will be established in coordination with the student's family and/or school, depending on the severity of the violation.

Proctored Semester Exams

The purpose of semester exams is to assist in validating that students have demonstrated mastery of key course concepts and learning standards. Semester exams are not the sole determiner of students grades, however, students are required to take these exams in order to be eligible for course credit. To maintain academic integrity, all semester exams are required to be proctored by an adult selected by the enrolling party (either family and/or school).

Prior to and/or during each exam, the proctor will:

- A. Review the academic integrity policy and monitor student adherence to it.

- B. Provide a distraction free environment for student testing.
- C. Ensure instructions are followed and only approved materials are utilized.
- D. Verify the identity of the student taking the semester exam.

Grading and Course Credit

In an effort to support student learning and mastery of course material, learning outcomes are assessed through course assignments and assessments. As such, credit is awarded only for courses in which a cumulative semester grade of 70% or higher is earned through the completion of assignments and assessments (including semester exams) and the criteria of the enrollment duration policy are satisfied. A passing grade must be earned in both semesters of a two-semester course in order to be awarded the full 1 credit. A half credit will be awarded for a passing grade in a single semester.

To ensure adequate time for comprehension and mastery, students should work regularly and consistently in their courses. While the pacing schedule provides a target date for each assignment in the grade book, students should also work in the course between the target due dates on reading and learning activities. Consistent engagement, through the timely submission of all assignments and assessments, will encourage persistence in the course and provide students with ongoing feedback and support from the instructor.

As students move through a course:

Assignments may be submitted ahead of the target due dates; however, students may not complete a 0.5 credit in less than 6 weeks or a 1.0 credit in less than 12 weeks (see enrollment duration policy).

- Late assignments will be graded with a temporary 0% starting on the 15th day after the target due date. All late assignments may be submitted before the semester exam, however any assignments submitted 15 or more days after the target due date will be graded with a 10% late work penalty. Once the semester exam is completed, all incomplete assignments will become a permanent 0%.
- Students must complete all assignments within the semester before starting to take their semester/segment exam(s). Any assignments that students have not completed before starting the first part of a semester/segment exam will become permanent zeros.
- Skipped assignments will be graded with a temporary 0%. Skipped assignments may be submitted before the semester exam to earn a grade. However, if the skipped assignment is submitted 15 or more days after the target due date, it will be graded with a 10% late work penalty.

- In accordance with the enrollment changes policy, an enrollment change may be requested at any time to adjust the pacing schedule; however, students may not be enrolled in a 0.5 credit course for more than 6 months or a 1.0 credit course for more than 12 months from the original start date in the course.

Students will have target due dates and instructors are not required to respond, grade or conduct office hours on the following dates:

- Saturdays and Sundays
- Easter break (Observed from the Thursday before through the Monday following Easter)
- Memorial Day (Observed the last Monday of May.)
- Independence Day (Observed on the 4th of July. If Independence Day falls on a Saturday, it will be observed on the Friday prior to. If it falls on a Sunday, it will be observed the Monday following Independence Day.)
- Labor Day (Observed the first Monday in September.)
- Thanksgiving break (Thanksgiving is observed on the fourth Thursday of November. The break will include the Wednesday prior to and the Friday following Thanksgiving.)
- Christmas break (Observed for two weeks around December 25th and January 1st with the goal of returning to coursework on January 3rd.)

Withdrawal and Incomplete Courses:

An incomplete ("I") or withdrawal ("W") may be assigned when students have started working in a course but have not completed all required assignments. Upon request, students may be permitted to complete course work prior to the end of the [maximum allowable enrollment time](#). No credit is awarded for an incomplete or withdrawal and will not be denoted on the transcript.

A student will automatically be dropped from a course and receive an incomplete (I) if:

- he/she reaches the course end date without having completed the semester exam.
- a period of 30 days of inactivity passes without the enrolling party (school and/or family) having requested an enrollment change.

Students will be dropped from a course and receive a withdrawal ("W") if:

- the enrolling party (school and/or family) requests a student to be withdrawn from a course before all assignments are completed.

Enrollment Policies

Enrollment Duration

In order to account for unexpected delays, it is recommended that students be initially enrolled in each course for the maximum allowable time period. However, any duration requested by the enrolling party (either family and/or school) will be honored within these parameters:

Course Type	Minimum Allowable Time	Maximum Allowable Time
1 semester (0.5 credit)	6 weeks or 75 hours	6 months
2 semesters (1 credit)	12 weeks or 120 hours	12 months

In order to earn credit, a student must submit at least one assignment each week during the minimum allowable time period or complete at least the minimum number of hours of active course participation inside the learning management system. A week is defined as starting on Monday at 12:00 AM ET and ending on Sunday 11:59 PM ET.

Enrollment Changes

All enrollment changes must be pre-approved by the Heritage Academy Academic Advisor. If a student needs to make any changes in the timing of a course they have enrolled in, he or she will need to discuss this with Heritage Academy. This includes things such as a course delay, pause, or extension. Generally, we will want the courses through this partner Academy to align as much as possible with the Heritage academic calendar.

Enrollment Refunds

At the request of the family and/or school, a student may be withdrawn from a course or switched to a different course, subject to the following schedule of transcript implications and refunds.

Time Since Enrollment Date	Transcript Implications	Refund
Before course start date	Not listed on transcript	Course tuition minus \$50 fee
On or before the 2 nd Thursday of the semester, or Thursday after course was begun.	Not listed on transcript	75% tuition refund
The day after the 2 nd Thursday of the semester, or Thursday after course was begun.	Not listed on transcript	No refund

NOTE* Refunds are not applicable for dual credit or ESL courses: nor student registration, application or pre-testing fees.