



# The Christian Academy

## Online Guidelines for Supplemental Studies

1. Online educational courses will be provided as supplemental courses. They will not be offered as replacement courses or alternatives to courses that we teach on campus. (i.e., a current 9<sup>th</sup> grader could not choose to take biology online to avoid a TCA class of biology)
2. Students enrolled at TCA can take online high school credit courses. These courses are listed in the TCA Online section of our website and will require an additional fee and approval by the principal.
3. The course credit and grade will be recorded on a student's TCA transcript with "TRF" (Transfer course) describing the course. The grade however, will not be computed with the student's GPA. It will be treated as a regular transfer course.
4. Online courses may fulfill graduation requirements (for example, an online Psychology course would fulfill an elective graduation credit). However, many of the online courses would offer credits for electives only. Students may want to consider taking additional courses to enrich their education (i.e., AP World History, AP English Language & Composition).
5. Coursework must be completed during the assigned semester or year. Students will develop a pace chart with the principal to ensure coursework is completed in a timely manner. Starting in the summer, previous to the upcoming school year, is acceptable to begin a course. This would allow the student to acquire a head start.
6. Online coursework requires students to be responsible to complete assignments and stay current in their course. Failure to complete assignments according to the course schedule will result in grade deficiencies and/or failing the course. The numerical grade of an online course will be converted to a letter grade based on TCA's grading scale.

7. Online coursework is rigorous and requires diligence. Students may work on coursework during school hours in the school computer lab and library during study halls, flex time or lunch time. Otherwise the work will have to be completed from home. Although courses differ, most students should plan to spend 5 hours each week on coursework.
8. Online courses require an additional fee. Full year courses are \$575; semester courses are \$475; add \$100 for AP courses.
9. No refund is awarded to students who drop an online course. Students who drop a course after the first marking period will have the course recorded on their transcript as a withdrawn passing or withdrawn failing. For quarter averages, withdrawn passing is calculated as 70 and withdrawn failing as 60. No credit is given for dropped courses.
10. The process for taking an online course includes:
  - 1<sup>st</sup>: The student must hand in a completed registration form to the principal.
  - 2<sup>nd</sup> : A meeting is scheduled with the principal and student to discuss the parameters of the course.
  - 3<sup>rd</sup>: Full payment of the course needs to be received to the guidance counselor after the principal has agreed to the course selection.
  - 4<sup>th</sup>: The registration of the class is then completed and the student will be scheduled to meet with the educational technologist for an orientation meeting (90mins). Classes begin on Mondays.