

JSERRA CATHOLIC HIGH SCHOOL

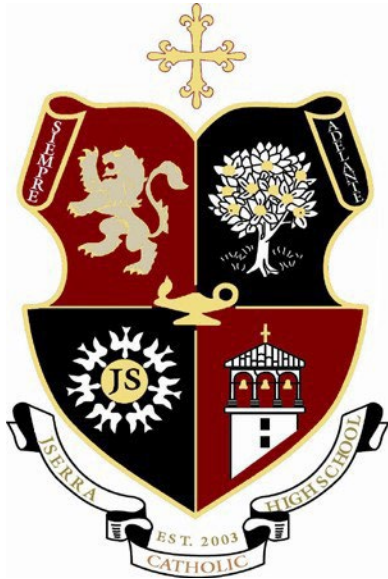
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Online Education
Parent/Student
Handbook 2023-2024

2023-2024 Online Education Parent/Student Handbook

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Richard Meyer	President
Eric Stroupe	Principal
Patrick Reidy	Vice President of Mission & Faith
Denise Pascoe	Vice Principal
Chris Ledyard	Athletic Director

JSerra Catholic High School is a private, Catholic High School that is not owned nor operated by the Diocese of Orange. Through an agreement with the Bishop of the Diocese of Orange, JSerra functions as a private, Roman Catholic school.

ACCREDITATION

JSerra is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

NON-DISCRIMINATORY POLICY

JSerra Catholic High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The President reserves the right at any time to interpret and/or change the policies herein.

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Overview

Online courses are an excellent way to supplement traditional on campus courses at JSerra Catholic High School. JSerra is committed to providing a wide range of online courses that enhance learning and provide flexibility for students. We recognize that students may want to take additional classes to augment their schedule, advance in a subject, or remediate a course. Because of the flexibility of online courses, students can complete coursework during times that are conducive to their schedules. Certain criteria must be met to take JSerra online courses.

Students are afforded the opportunity to enroll in online courses offered by JSerra provided that one of the following criteria has been satisfied:

1. The requested course does not fit in with the student's schedule.
2. JSerra does not offer the course as an in-person course.
3. There are medical reasons.
4. The student is not able to attend all in-person classes due to involvement in athletics or extracurricular events.
5. The course must be taken for remediation.

Students must register for the course(s) through JSerra. More than half of a student's courses must be JSerra offered in-person classes.

To parallel the JSerra Catholic High School calendar, the beginning and end dates for online courses will correspond with the traditional on campus calendar for each semester. All final exams for online courses must be taken on campus.

JSerra Online adheres to a strict calendar to ensure manageable pacing and student success throughout the semester. No extensions are offered for online courses. Online students are expected to complete 25 percent of coursework by the first progress report, 50 percent complete at the quarter, 75 percent at the second progress report, and 100 percent complete at the semester.

Consistent submission of assessments will ensure the student is engaged and learning. If a student does not make progress in an online course for a period of 14 days and has not made prior arrangements with the instructor or Online Program Administrator, the student will be contacted by the instructor to convey the urgency of participating and progressing in the course. Failure to respond to the teacher or failure to submit course work as required may result in administrative removal from the course. In the case of an administrative removal, student will earn a WF (Withdraw Fail) and be ineligible for a refund. All coursework [assessments, projects, discussion-based assessments (DBAs), etc.] must be completed one day prior to the final exam. If any work is incomplete, students will be ineligible to take the final which will result in a WF.

Online courses are not included in JSerra tuition. Online course fees are \$800 per semester course; the fee includes all online course content, teacher support, and progress tools. The exception is AP Psychology which requires the purchase of a digital textbook. A complete list of course descriptions and prerequisites can be found in the [JSerra Online Course Catalog](#). All online course registrations must be completed directly through JSerra for a student to receive credit and for the courses to be recorded on the student's JSerra transcript.

How to Register for an Online Course

Online course eligibility begins upon enrollment of freshmen year and is subject to approval as outlined in this handbook. To register for an online course, students must meet with an Academic and College Counselor to discuss course options, expectations, and the rigor of online education. Online placements are at the discretion of the student's counselor and administration.

Following the counseling meeting, a link to the Online Registration Form will be emailed to the student's parent/guardian to complete. After registration is completed, fees will be deducted from the student's FACTS account, and an email will be sent to the parent/guardian. Before the start of the course, the online instructor will contact the student via the student's JSerra email address.

JSerra Student Email Addresses

All student correspondence, from registration through course completion, is facilitated through JSerra student email addresses only. This allows a clear identification of the origin of the email while facilitating transparent communication and collaboration among its members.

2023-2024 Online Course Fees

Online courses are not included in JSerra tuition. Online course fees are \$800 per semester course; a year-long course includes two semesters equaling \$1600 in fees. The late fee for missing the Online Registration deadline is \$200. The fees include all online course content, teacher support, and progress tools. Some courses may require the purchase of a digital textbook or paperback novels. Online fees will be automatically deducted from the student's FACTS account after registration.

Course Completion Dates

To parallel the JSerra Catholic High School calendar, the beginning and end dates for online courses will correspond with the traditional on campus calendar for each semester. Students are not permitted to begin an online course prior to the start of the semester, nor are they permitted to complete any online course work after the semester has ended.

For students completing an advanced placement (AP) course during the spring semester, the end date for the course will correspond with the AP testing schedule.

Online Courses

A complete list of course and course descriptions can be found in the JSerra Online Course Catalog at <https://www.jserra.org/academics/online-education>.

Advanced Placement Courses

The minimum entrance requirements for all online AP courses are the same as the JSerra on campus requirements. Specific prerequisites for each online AP course can be found in the JSerra Online Course Catalog.

Students who complete Advanced Placement (AP) courses are required to take the college grade examinations prepared by the College Examinations Board. At the discretion of the admitting college or university, students may have the opportunity to earn college credit or advance placement based on the results of their examinations.

Welcome Calls

Students and parent/guardian must complete a Welcome Call with the instructor of each enrolled online course within the first several days of enrollment. Instructors will call and email using the information provided during registration to schedule the Welcome Call. Welcome Calls may be completed via telephone, video conference, or in person; however, email communication may not be substituted for an actual Welcome Call.

Final Exams

All students, *including seniors*, are required to take a final exam for their online course. *All coursework must be completed at least one day prior to the final exam date.* Final exams for online students must be taken on campus and will be proctored by the Director of Online Learning. All components of the final exam must be completed on campus with the proctor; any final exam that is accessed off campus will earn a zero and may result in disciplinary action.

Online Learning Room

If a student substitutes an online class for an on-campus class during the regularly scheduled school day, the student is required to complete the course in the Online Learning Room. The Online Learning Room, monitored by the Online Learning Coordinator and the Director of Online Learning, is a dedicated workspace with Wi-Fi access.

If a student's schedule begins or ends with an online course, the student has the option of being off campus and not attending the Online Learning Room. The *Off Campus Consent Form* must be completed and signed by a legal guardian to permit a student off campus during the scheduled online course period. The form can be found at <https://www.jserra.org/academics/online-education>.

Like traditional JSerra courses, daily attendance is expected in the Online Learning Room. A student with an unexcused absence will be considered truant and subject to disciplinary action.

Withdrawal and Refund Policy

A student may withdraw from an online course, without penalty, if the class is dropped prior to the JSerra add/drop date and less than 20% of the course work has been completed. If an online course is dropped after the add/drop date, regardless of percentage complete a W/F (Withdrawal Fail) will be recorded on the student's transcript.

There are NO REFUNDS once a student is granted access to an online course. The JSerra Online department must pay up front for all online licensures.

Seat Time

JSerra Online is committed to student learning. To ensure adequate time for comprehension and mastery, students must work in a course segment consistently for a minimum 14 days starting from the date of first submission (not including pretests). For a year-long, two semester class, a minimum of 28 days of work is required. Consistent submission of assessments will ensure the student is engaged and learning. This policy provides students the opportunity to receive ongoing feedback and remediation while demonstrating their learning through several required checkpoints. DBAs (Discussion-Based Assessments) are limited to no more than 1 per day.

Incomplete Coursework

Consistent submission of assessments will ensure the student is engaged and learning. If a student does not make progress in an online course for a period of 14 days and has not made prior arrangements with the instructor or Director of Online Learning, the student will be contacted by the instructor to convey the urgency of participating and progressing in the course. Failure to respond to the teacher or failure to submit course work as required may result in administrative removal from the course. In the case of an administrative removal, student will earn a WF (Withdraw Fail) and be ineligible for a refund.

NCAA Profile and Transcript Requests

Students who have taken classes with Florida Virtual Global School may request and send their own transcripts by setting up an account on www.parchment.com. For students requesting online class transcripts please add the class provider, Florida Virtual Global School, to the NCAA profile as a past school attended.

ACADEMIC INTEGRITY/ETHICS

Academic integrity and ethical behavior are expected from all JSerra students. Academic dishonesty and unethical behavior are contrary and counterproductive to the philosophy and goals of JSerra. Academic integrity means producing original work on all examinations, and in all papers, projects, homework, and oral recitations. JSerra students have the primary responsibility to be honest. He/she is responsible for his/her time and ability to prepare properly and adequately for facing the tasks of writing reports, taking examinations, giving oral presentations, and completing homework.

Academic integrity is achieved when a JSerra student:

1. Completes his/her homework and does not allow it to be copied by a fellow student.
2. Completes an examination without seeking help from or offering help to another student.
3. Completes original research for a paper, project, or oral report and acknowledges another person's contributions to that work by citing the source and individual's name.
4. Recognizes that his/her performance on an examination or other assignment is not coupled with self-esteem or self-worth. The student, therefore, understands that it is of greater value to his/her personal growth when he/she chooses his/her own personal work than when he/she chooses to compromise his/her integrity.
5. Realizes that each choice for copying, cheating, or plagiarism, no matter how small the matter, diminishes his/her academic and personal integrity.
6. Produces original work. Academic excellence is achieved when the student produces original work in the highest quality commensurate with his/her ability.

Academic excellence and academic integrity are achieved when a JSerra student:

1. Is not satisfied with minimum performance but strives for quality work.
2. Prepares for class discussions, tests, and other activities by completing his/her homework and reading assignments, and by studying appropriately.
3. Seeks additional help from students when that is necessary.
4. Assumes responsibility for all his/her work and actions.

Academic dishonesty includes, but is not limited to:

1. *Plagiarism* - Plagiarism is defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.
2. *Cheating* - Cheating is defined as having unauthorized notes, materials, and/or resources of any type (cell phones, other electronic devices, the help of another student, looking at another paper, answers and/or pertinent information written on any item, etc.) out and/or available for any exam, quiz, paper, and/or homework assignment. Allowing another student to obtain information from one's own exam, paper, and/or homework is also considered cheating.
3. *Fabrication* – Falsifying or inventing, data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered.
4. *Obtaining an unfair advantage* – Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaboration on an academic assignment; retaining, possessing, or circulating previously given examination materials; intentionally obstructing or interfering with another student's academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. *Aiding and abetting academic dishonesty* – Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or providing false information in connection with any injury regarding academic integrity.
6. *Falsification of records and official documents* – Altering documents affecting academic records; forging signatures or authorizations or falsifying information on an official academic document, grade report, letter of permission, petition, or any other official school document.
7. *Unauthorized access to computerized academic or administrative records or systems* – Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Students who breach the policy on academic integrity or who commit an act of academic dishonesty or forgery will be referred to the Deans of Students. The offense will be recorded in the student's disciplinary file. Additionally, students who commit an act of academic dishonesty or forgery are subject to lose any financial assistance that the school provides and/or will be precluded from receiving any future financial assistance from the school.

Consequences

1. First Violation – The student will receive no credit on test/assignment. The student will copy the ethics section of this handbook. The Deans of Students will contact the parents to discuss the incident and to discuss any future course of action the school will take if their son's/daughter's behavior continues.
2. Second Violation – The student will receive no credit on test/assignment and will be suspended for one day. The student will receive written notification regarding the consequences of the third violation.
3. Third Violation – The student will receive no credit on test/assignment and will face the Disciplinary Review Committee for possible dismissal from JSerra Catholic High School.
4. Fourth Violation – Immediate dismissal from JSerra without right of appeal.

Academic Integrity Online

JSerra takes academic integrity, ethical behavior, and authenticity of student work very seriously. Online teachers utilize technologies to check for authenticity including plagiarism detection tools, academic integrity databases, teacher expertise, discussion-based assessments (DBAs), and proctored exams. In addition to all JSerra academic integrity and ethics policies, a student who commits an act of academic dishonesty in an online course risks removal from the course and is subject to the loss of enrolling in future online courses.

If another person other than the student takes any portion of the online course, including but not limited to, completing assignments, conducting DBAs, or taking exams on behalf of the student, the student will be immediately dropped from the course and a WF will be recorded on the transcript. No refund will be issued, and the student will be subject to disciplinary action.

CONTACT INFORMATION

Staff		Email Address	Voicemail
Online Program Administrator	Mr. Caleb DeGroot	caleb.degroot@jserra.org	7078