Parent and Student Handbook

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Introduction

Welcome to RCS Online

Resurrection Christian School Online is an online virtual school grades 3-12 for parents looking for a new option to teach their children at home or from other remote locations. RCS Online serves as a powerful solution for parents looking for the benefits of an online, private Christian school with a nurturing environment and the time-saving features of a computer-based curriculum.

RCS Online provides an environment of intellectual vitality and promotes a love for learning by providing opportunities for students and parents to interact with caring, professional, Christian educators. RCS Online is state and nationally accredited and has the resources and expertise to provide a quality online, virtual school education. The program covers core subjects and electives integrated with Biblical principles and a Christian worldview. Courses are enhanced by degreed/certified Christian teachers responding to parents and students enrolled in the virtual school.

How RCS Online Works

Students enjoy completing their daily schoolwork on the computer, working through scheduled assignments in the RCS Online curriculum. Supported by Ignitia by Edginuity, the curriculum provides students with a variety of interactive exercises, movies, animations, and audio clips that add to the learning experience.

Instant-grading features in the software allow students and parents to receive immediate feedback on academic progress. The exception to this is the grading of essays, projects, and reports which are done directly by the teachers. Assignment due dates and past-due notices help keep students on their individualized learning tracks. Our highly qualified teachers enhance learning by providing additional guidance, feedback, and encouragement while monitoring daily progress.

Once students submit completed assignments, our online teachers grade written paragraph answers, essays, and projects in addition to monitoring progress in computer-graded assignments. Teachers may also assign extra work or identify problems for students to rework.

Communication between teacher and student is accomplished through notes posted to the student's message box, via comments made directly on the assignments, by phone conversations, or through tutoring-type sessions held via our web-conferencing tool.

For accurate placement in the curriculum, administration will set up a plan for each learner. By utilizing previous school records, placement test data, and parent feedback, RCS Online empowers students to begin working on subject units at their learning levels. Each subject (math, science, language, etc.) is comprised of approximately ten learning units covering daily lessons, quizzes, tests, and projects.

Students must successfully complete all units in each core subject to accomplish a year's grade level of schooling. Students can work at their own pace (some faster, some slower but within a 10-month school year) in order to achieve subject competency.

Letter from the Superintendent

As superintendent I want to indeed be one of the first to welcome you to the Cougar family! We are delighted and humbled you have chosen RCS as the choice for your child's <u>Christian</u> education. <u>At RCS, we study the created to better understand the Creator.</u> Every experience here is designed to assist you as parents, in molding and shaping your child further into the image of Christ. To be specific, there are three characteristics we will instill in each child. By the time students leave RCS they will be:

- **<u>Boldly Christian</u>** – The Bible tells us in Matthew 6:33 to "…seek first His Kingdom and then all these things will be added…" We are distinctly and unapologetically Christian and pleased to partner with families and churches in the development of the minds and hearts of students.

- **<u>Academically Equipped</u>** - Our programs – academic, athletic, and artistic – prepare students to flourish and to excel in college and the workplace, for a lifetime of impact for all of eternity. They are prepared by our faculty who are at the heart of all we do. They are committed intellectuals, researchers, and practitioners. Above all, they love students, their subject matter, and God and are committed to the success of every student.

- **<u>Globally Prepared</u>** - Our students are spectacular! They are scholars. They are athletes. They are artists. They are driven to succeed inside and outside of the classroom. Not only do our graduates move forward and to attend the University of their Choice, But they go on to have significant careers and contribute to our society. Most important though is they are also committed fathers, mothers, and Christians. They are influencing countless sectors throughout the world.

Resurrection Christian School is a place where children can come with a promise and leave with a purpose. Let's be on this journey…together! Respectfully,

Dr. Jerry Eshleman - Superintendent

Philosophy of Education

The educational process in a Christian school is dependent upon a Biblical philosophy that provides the Godly worldview and essential truths for life so that students may be prepared to fulfill their proper places in the home, the church, and the state. Accordingly, the philosophy of education for Resurrection Christian School is as follows:

Our Educational Philosophy is to train young people spiritually, academically, socially, and physically (Luke 2:52). Resurrection Christian School is an extension of the Christian home, where God has given primary responsibility of educating children to the parent.

Enrollment at Resurrection Christian School is a privilege. All students that desire to continue to attend RCS must meet academic and behavioral expectations and desire to grow in Christ.

Resurrection Christian School exists to help young people grow into the fullness of Christ with a strong emphasis on academic training. It should be recognized that Resurrection Christian School has limited resources to effectively meet the needs of children with certain physical handicaps and learning difficulties. In addition, students must have the ability to learn, grow, and mature at appropriate grade levels. Our guiding principles are as follows:

Spiritual
- Build a foundation of Biblical principles and values in order to successfully integrate Christian philosophy into the student's total life.
- Nurture competency in communication and research skills, and in the ability to make mature decisions.

Academic
- Provide quality academic education.
- Encourage learning of necessary skills required for meaningful participation in society as an adult.

Social
- Provide students with opportunities for growth in the social skills required for adequate involvement in today's society.
- Enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy.

Physical
- Provide opportunities for learning skills necessary to participate in physical activities and a healthy lifestyle.

Resurrection Christian School Online Statement of Faith

WE BELIEVE: The Bible is the only infallible, inspired, and authoritative Word of God. Ex. 20:1; II Tim. 3:16; II Pet. 1:20-21; I Cor. 2:10-13; Luke 24:27; Luke 24:44-45; Rev. 22:18-19.

WE BELIEVE: There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Psalm 2:6-9; Matt. 28:19-20; II Cor. 13:14; I Cor. 12:4-6; Matt. 3:16- 17; John 14:16.

WE BELIEVE: In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father. John 1:1-5; 14, 34; John 5:1-47; John 6:69; Matt. 1:20-23; Isa. 7:14; Matt. 1:23; Heb. 1:9; 7:26; I Cor. 15:20-23; Luke 1:31-33; Rom. 1:3-4; Eph. 1:20-23; Phil. 2:9-11; Col. 1:13-19; Isa. 9:6-7; Matt. 16:16; I Cor. 15:3-4.

WE BELIEVE: In the Blessed Hope—the rapture of the Church at Christ's coming. I Thes. 4:16- 17; John 14:1-7; I Thes. 1:7-10; Matt. 25:31; I John 3:2; Acts 1:11; Rev. 17; Rev. 19:11-16; Rev. 21:6; Dan.7; Tit. 2:13.

WE BELIEVE: The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. I Pet. 1:18-19.

WE BELIEVE: Regeneration by the Holy Spirit is absolutely essential for personal salvation. John 3:3-5.

WE BELIEVE: The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. I Pet. 2:24.

WE BELIEVE: The baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. Acts 2:39.

WE BELIEVE: In the sanctifying power of the Holy Spirit by who's indwelling the Christian is enabled to live a holy life. John 16:7-15; I Cor. 6:19-20; Gal. 5:16-18; Eph. 1:13-15; 4:30; I Cor. 12:13.

WE BELIEVE: In the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation. Job 19:25-27; Dan. 12:2; I Cor. 6:14; John 5:29; 11:25; Rom. 6:5; I Pet. 1:3; Rev. 20:4-6; John 5:28-29.

WE BELIEVE: God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14,17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8=11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt gender other than one's birth gender is immoral and therefore sin (Gen. 1:17; Deut. 22:5)."

WE BELIEVE: The RCS School Board in relationship with the elders at Rez Church have all rights to state and rule on the organizational beliefs and practices of RCS and rule on any disputes.

Resurrection Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. This Christian ministry does not discriminate based on race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

Mission of RCS

The mission of RCS is to develop students who are boldly Christian, academically equipped, and globally prepared.

ACCREDITATION

RCS K-12th grade is fully accredited by ACSI (Association of Christian Schools International) and Cognia. We are committed to excellence in all that we do and strive to continually reevaluate and improve.

ORGANIZATIONAL STRUCTURE

Resurrection Christian School is governed by a Board of Directors who are Spirit-filled, Bible believing Christians. The day-to-day operation of the school is the responsibility of the administration (i.e. superintendent and principals), while the official RCS Board seeks to gain practical advice and counsel on a wide variety of issues from a large circle of mature Christian people. Suggestions on any aspect of the school are always welcome from any parent, student, or friend of the school by letter, telephone, or in person.

CHAIN OF COMMAND

We ask that everyone follow the Matthew 5:23-25 and 18:15-17 principles when dealing with conflict, miscommunication, hearsay, rumors, etc. Please go directly to the person involved first.
The grievance procedure for parents is as follows:
1. Principals have the authority to suspend students from school; please speak with him/her to resolve any issue. The Superintendent has the sole authority to expel a child.
2. If the parent has not been able to resolve the issue regarding a decision a principal has made, please make an appointment with the Superintendent.
3. If the issue involves expulsion, the parents/guardians have met with the Superintendent to resolve the issue and found no resolution, the parents/guardians may ask to appeal the decision to the School Board. This is done by putting concerns and request for review in writing and submitting it to the Superintendent's office. The Superintendent will forward it to the necessary individuals on the board. Please note appealing to the board only applies to disciplinary matters involving expulsion. For all other academic, programmatic, and disciplinary decision, the Superintendent has final authority.

General Policy Information

Parent/Guardian's Role

RCS Online is an extension of the Christian Home. We are not, however, homeschooling but rather schooling at home. The parent is partnered with RCS Online faculty and staff. This is a powerful partnership. Parental involvement is necessary to endure our student's success. You are your child's "first-responder" with help for academic questions. Next in line is your online school teacher who will help through the built-in messaging system or student/teacher correspondence. RCS Online teachers are available for (real-time/live-voice) additional assistance via telephone when needed. In our online school parents play two important roles as follows:

Academic Supporter: Parents will need to help the student stay on task, study, and review for quizzes and tests to ensure success. When you receive graded work back from the online school, it is important to use this feedback to guide the student accordingly.

Communicator: Parents must keep the lines of communication open to ensure success. RCS Online commits to be available and responsive to the academic needs of each student. A monthly tracking call (or email) is made each month to keep parents abreast of student progress.

Teacher's Role

Resurrection Christian School Online faculty and staff are ready to meet the needs of your student's total educational experience.

Every faculty member is degreed, certified and teaching in their prospective area. More important than educational training every teacher and staff person at Resurrection Christian School Online is a believer and has accepted Jesus Christ as their personal Lord and Savior. What does this mean for your student? You can expect that all the adults our student interacts with are good Christian role models. The spiritual and life questions your students ask will be answered with sound responses.

Every member of the Resurrection Christian School Online faculty and staff sees their position as ministry and each believes they are appointed by God to serve at our school.

Parents/Guardians and students will be supplied with their teacher contact information and office hours after they have been placed in courses. When a teacher does not answer their phone you may leave them a voice mail message. This message is available to the teacher and your call will be returned within 24 hours. Teachers are also available via email and the messaging system found within the software. Teachers have blocked out office hours, 10-15 hours a week.

Faculty Requirements

RCS hires teachers who have a deep commitment to students and a deep personal commitment to Jesus Christ. Each teacher, before hired, must go through a thorough application and interview process. Reference checks and professional background checks are also conducted on each applicant. The RCS

full-time teachers must be state and/or ACSI certified. Part-time teachers must complete certification within two years if they have not previously done so. ACSI certification requires similar standards as state certification (BA or BS degree, educational training, and educational experience) plus accredited coursework in Bible and Christian Education. Faculty at RCS must continue their education, not only to keep their certifications current, but also to grow and develop as master teachers. Several of our teachers have their Master's degrees or second BA degrees. Teachers serve as the "living curriculum" in the classroom, and we consider it our number one priority to secure the best, most qualified faculty.

Admissions Requirements for Online Students

Resurrection Christian School is open to all families in which at least one custodial parent is a Christian and the child, from the 6th grade and older, can reasonably articulate their relationship/faith in Christ. These students will need to demonstrate a desire to abide by the educational and spiritual principles of the school, maintain high standards of Christian conduct, and have the ability to do the required work. All students must submit a complete application, required reference forms, copies of transcripts and/or report cards, and necessary paperwork. After review of all student information, an entrance assessment and interview will be scheduled. Final decision for admissions is made by the administration based upon school policy and standards as set forth by the school board and published in the Enrollment Packet.

Resurrection Christian School's biblical role is to work in harmony with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality as biblically defined, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission.

RCS Online Responsibility

RCS Online has been developed to support parents and guardians by

1. Helping them fulfill their God-given responsibility to educate their children
2. Accepting students at their current skill level
3. Prescribing a suitable course of study
4. Supplying the curriculum needed for the courses
5. Providing students with academic support and advisement through degreed/certified teachers.
6. Supporting parents with quality technical, administrative, and academic assistance
7. Evaluating, grading/reviewing, recording, and reporting student progress in a timely manner
8. Issuing a diploma upon successful completion of our graduation requirements

The Parent/Guardian's Responsibility

The parent/guardian agrees:

To acknowledge that RCS Online curriculum (Ignitia from Edgenuity) is written from a Christ-centered Christian world-view in accordance with the RCS mission statement.

To guide and motivate the student to complete the course of study prescribed by the RCS Online on a daily basis, with the freedom to creatively enrich the basic studies with additional projects, field trips, and lab work.

To supervise their student(s) in such a way that maximum learning and achievement may take place. The parent/guardian is responsible for the child's education. The parent/guardian further understands that the work the student submits to RCS Online should be the student's solely, independent of any other resources (e.g., answer keys, lesson text, "coaching," etc.).

To ensure that their child submits work on a regular basis.

To study and become familiar with the RCS Online orientation materials, curriculum, parent/student manual and to abide by all policies and procedures therein.

To pay the tuition or the first payment plan installment, before the RCS Online curriculum is assigned. Tuition payments must be paid as scheduled by RCS Online. Tuition covers curriculum and services.

To help keep the communication lines open by letting RCS Online teachers know when your student is struggling or is frustrated.

To acknowledge that students are expected to live a wholesome Christian life. Students will be subject to immediate expulsion for the use of alcohol, illegal drugs, and/or any misuse of prescription drugs. Sexual activity of any kind is not condoned.

To acknowledge that their student is not under behavioral probation, suspension, expulsion, or any other behavioral conditions from their previous school. Administration will consider acceptance of students who have been expelled or suspended on a case-by-case basis. If such previous history was not shared at the time of enrollment but is subsequently learned about a current RCS Online student, that student will not be allowed to remain enrolled at RCS Online.

To acknowledge that RCS Online reserves the right to cancel enrollment at any time due to nonpayment of fees, unsatisfactory progress, program abuse/plagiarism, or failure to follow RCS Online procedures.

To encourage the student to show courtesy and respect in all communications with the RCS Online staff.

Please Note: RCS Online is not staffed at this time to service students with special learning needs. I understand that the registration fee is nonrefundable regardless of placement test results.

Re-Enrollment Policy

Students may be re-enrolled after completing their current coursework. To complete the re-enrollment process, the parent will need to fill out our online re-enrollment form. A RCS Online staff member will review your student's work from the previous year and contact you to discuss recommendations for the upcoming school year.

Enrollment Cancellation Policy

The RCS Online reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, obvious student cheating, or an identified need for another type of learning environment. Once a student is dismissed, reinstatement is considered only upon application to and approval by, the administration of Resurrection Christian School Online.

Tuition

The following information provides a basic overview of fees for enrollment in RCS Online. Registration fees are billed at the time of registration and are non-refundable.

Tuition Payment Plan
RCS Online offers a tuition payment plan for full-time students only, as follows:
>   1st payment - 50% due after placement, before curriculum is assigned.
>   2nd payment - 50% of Total Tuition - Due in 120 days

Full Time Students
Registration fee of $200 per academic year is paid per student and is non-refundable.

- **Annual Tuition - Full-Time Enrollment:**
  - Tuition (regardless of student age):
    - $600 per online (full year) full-credit course.
    - $300 per online (half-year) half-credit course.
  - **3rd through 5th Grades**
    Typical load includes 5 subjects: Bible, Math, Language Arts, History, and Science for total of approximately $3000 dependent upon total courses
  - **6th through 8th Grades**
    Typical load includes 5 or 6 subjects: Bible, Math, Language Arts, History, Science and possible elective for total of approximately $3000 to $3600
  - **9th through 12th Grades**
    Typical load includes 6 or 7 subjects: Bible, Math, Language Arts, History, Science, and two electives
    for approximately $3600 to $4200 per year dependent upon total courses
  - **Graduation Fee - $50**
    Covers diploma and official transcript.
  - **MAP Testing Fee - $50**
    Mandatory spring testing for all full-time students in grades 3-11

Part-Time Online Students/Independent Courses

Please Note: High school diplomas are issued to full time enrollees only. Part-time students are welcome to take individual courses.

Tuition and Fees for Part-Time Students:

- Students may register for .5 to 3.5 courses. High school diplomas are not issued to part-time students.
  - $200 Enrollment Fee
  - $600 per online (full year) full-credit course.
  - $300 per online (half-year) half-credit course.

*RCS Online pricing is subject to change without notice.

FACTS Tuition Management

FACTS is the tuition management software utilized by RCS to administer the billing and collection of enrollment, tuition, standardized campus and incidental fees. RCS does not offer a self-pay option and all NEW families are required to register with FACTS at the time of enrollment. Once a family has established a FACTS account, the account will automatically rollover each year the student is enrolled to the new school year. FACTS provides families with full transparency of their school financial account and allows account owners to change bank information as needed.

Families can pay online at any time or let payments process automatically. Changes to a due date or payment plan can be made by contacting the RCS Finance Department. RCS pays the cost of enrolling in FACTS. If a family chooses to pay via a credit or debit card, all fees for this service are assessed to the family. No fees are charged for accessing a bank account through the direct debit option (ACH).

At the time a fee is applied to a FACTS account, an e-mail is generated by FACTS. The e-mail provides detailed information regarding the charge: description of the fee, student name, and the amount and due date. Five (5) days prior to any funds being drafted, FACTS generates another e-mail listing the amount and date of the draft. Details regarding the draft can be obtained by logging into FACTS and expanding the fields in either scheduled payments or transactions.

Enrollment Fee:

Both new and returning students are required to pay a non-refundable family enrollment fee each year. The fee is captured through FACTS ten days following finalization of the FACTS Agreement. Enrollment fees are payable in full and cannot be setup on a payment plan. Until the enrollment fee is paid, a student's ability to return to RCS will be contingent on space availability in the grade/class in which they have enrolled.

Withdrawal

Any request for withdrawal must be made in writing. Registration fee is non-refundable. Tuition refunds are available up to 60 days after first date of coursework and are allowed on the following basis: 0-60

days: Upon written withdrawal, 100% refund less units opened (pro-rated fee). No refunds are given after 60 days.

Note: RCS Online reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, lack of integrity, or a need for a different learning environment for the student. Once a student is dismissed, reinstatement is considered only upon application to, and approval by, the administration of Cornerstone Christian School.

RCS Online Policies

Achievement Testing

RCS Online is pleased to offer our students the Measurement of Academic Progress (MAP) test through the Northwest Evaluation Association (NWEA). Beginning with the 2015-16 school year, all full-time students in grades 3-11 are required to take this online achievement test in both the fall and the spring. This information may be helpful to show accountability to local school boards or state departments of education.

MAP is a nationally normed, nationally accepted achievement test delivered to the online school students through the home computer. Parents do not have to find a proctor (a supervisor of exams). MAP can be proctored by the parent. Web-based testing means faster testing times and quicker results. See Financial Information for the testing fee.
Please note that RCS Online utilizes standardized test data for program development, therefore, test scores do not impact students' grades in any way.

Academic Schedule

RCS Online does not have a "traditional" school year. Each course is designed to be completed in a maximum 10-month time frame (5 months for a semester course). Students who wish to move at a faster pace may schedule extra time during the week or on weekends; however, we caution students not to rush through the curriculum, and teachers/administration can impose a block on work at any time there are concerns.

Each unit typically takes three to four weeks to complete. This time may vary according to the length of the unit, individual student ability, daily scheduling, and the difficulty of the material. You may need to vary scheduling for each subject so that your student can complete all assigned units within the appropriate timeframe. The curriculum itself records time spent working on the curriculum. RCS Online teachers can easily see that daily work is done.

Grading Scale (for all grade levels)

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60-69%
F	=	Below 60%

IMPORTANT: Semester grades for High School (9th-12th) students are determined by averaging the first five units for semester 1 and the last five units for semester 2. If either semester is failed, the student will need to repurchase and repeat the failed portion for transcript credit. Elementary and Middle School student grades are based on the overall year's average.

HS Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. Categories for secondary school are stated as follows:

- Highest Honors = above 3.85
- High Honors = 3.5 – 3.85 average
- Honors = 3.0 – 3.49 average

Weighting System

- A unit's weight is one-tenth of the yearly average.
- Tests are 35% of the unit average.
- Quizzes are 30% of the unit average.
- Projects are 25% of the unit average.
- Lessons are 10% of the unit average.
  - Because students are allowed up to 5 attempts on any given lesson in order to achieve mastery, the lessons are weighted much less than any other category.

Failed Course Policy/Calculation of Grades

Generally speaking, if a student fails a course, the course will need to be repeated until the student passes. At the elementary level, it is critical that a student master the concepts and skills at each level because they are foundational for the next. At the high school level, a course needs to be repeated to meet particular credit requirements on the official transcript. RCS Online looks at failing high school courses by semesters. Semesters are figured by averaging units 1-5 and units 6-10. If a high school student fails a semester, he/she will be required to retake that semester for credit. If an elementary or middle school student fails a course, there will be a determination as to whether the entire year needs to be repeated or just a semester.

Clearing/Retake Policy
1.   Lessons will be re-assigned until the student reaches at least 70% on that lesson, with a maximum number of attempts not to exceed five.
2.   Retakes are not granted for quizzes. Students must be prepared before opening the quiz.
3.   Alternate tests will only be assigned at the discretion of the online teacher, typically when an entire unit was failed as the result of a failed unit test. The percentage earned on the poor test grade will be averaged with the alternate test.

Academic Interaction

1. While on the internet, students are NOT to give their name, home address, school Internet address, e-mail address, passwords, or telephone number to any other student, relative, or acquaintance of anyone else enrolled in RCS Online. The student or parent must report any questionable contact with another user to RCS Online at 970-817-3044.
2. No student is to share his/her work with another student. Doing so will result in 0's and/or expulsion from RCS Online.
3. Students must show courtesy and respect in all communications with RCS Online staff. Teachers and administrators should be referred to with the appropriate salutation (i.e., Mr., Mrs.)
4. Students must obey all RCS Online rules while enrolled in the online school.

Program Abuse

Program abuse is shown in a number of different ways. It primarily occurs when students pursue alternative ways of completing the coursework outside the conventional use of the software/curriculum as understood by both the parent and the student through RCS Online communications in the form of the handbook or department policy.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without previewing the test, and then complete those quizzes and tests independent of "outside" resources of any form (i.e., notes, etc.). In other words, during assessments, students are to rely solely on their mental preparations for that assessment.

When program abuse has occurred, a determination is made regarding the student's coursework. Depending on the form and extent of the abuse, consequences can range from clearing the coursework for resubmission to dismissal from the program. In general, however, we have a "3 strikes you're out" policy. If a student is caught cheating or plagiarizing on an assignment/quiz/test, the student is given a 0 on the assignment, and student/parents are notified. If it happens a second time, another 0 is given and a warning to parents that a 3rd time could result in expulsion from the program.

Plagiarism

Definition: Plagiarism is submitting work that is a close imitation of the words of another author and without proper documentation. Students must put material from another source "into his/her own words" and must then document the thoughts and opinions originating from that source. Only when *exact wording* is placed in quotes is it okay to use that *exact wording* in a paper or project.

Students will be required to sign a "No plagiarism commitment" before receiving a log in and password for coursework. Students will be held accountable in ALL subjects on ALL projects and assignments. RCS Online, in partnership with the parents of our students, is committed to ensuring that students are properly equipped to follow accepted guidelines of research, properly cite sources used, able to put resource material into his/her own words, and receive appropriate feedback and consequences when they fail to do so. A resource called Turnitin.com is used by RCS Online teachers to identify exactly from where exact wording was taken, as well as the percentage of similarity for each report. Students will receive a grade of zero and a parental call is made. Repeat offenses are considered academic integrity and can result in expulsion from the program.

Course Offerings for Grades 3 Thru 12

Course Offerings 3rd-8th Grade

Bible

Provides a developmental and in-depth academic study of the teachings of the Old and New Testaments that fits broadly within an "Evangelical Protestant" position. It covers a variety of biblical material in order to assist the student in the development of a Christian life-view and the integration of this view into academic studies and practical living. Strands including Theology, Attributes of God, Biblical Literature, Biblical Geography, Christian Grown and Christian Evidences are covered on most grade levels. In addition, each grade level places special emphasis on a unique study. Not only does the curriculum provide a complete Bible survey, it also uses Book Studies to teach students study methods. A variety of multi-media resources (audio, video and animation presentations) compliments the text material and assist students in understanding abstract concepts.

3rd Grade – Introduction to the Bible
4th Grade – Christian Discipleship
5th Grade – Christian Basics
6th Grade – Bible Survey
7th Grade – Christian Basics II & Life of Christ
8th Grade – Practical Christianity & Church History

History & Geography

Is presented in a reading based format and utilizes a combination of on-and off-computer assignments. The program is presented with the goal of developing in students an understanding of and appreciation for God's activity as seen in the record of man and his relationships. The use if primary sources of history (photos, videos, and recordings) is a valuable means of introducing students to actual historical documents, speeches, etc. This allows them to "view" the events of history in context. The following content strands are included; Geography, History, Government and Citizenship, Economics, Social Studies Skills and Special Topics. Geography focuses on both world and American geographic distinctives. History includes World History and the History of Religion while Social Studies Skills are incorporated in Map Reading. Research Skills and the Historical Method. Special Topics consist of Career Preparation and Financial Management, which guide the students in practical life skills.

3rd Grade – U.S. Communities
4th Grade – World Geography
5th Grade – History of the Western Hemisphere
6th Grade – World History & Culture
7th Grade – Social Science Survey
8th Grade – U.S. History

Language Arts

Is a comprehensive curriculum focusing on the sequential development and integration of communication in reading, writing, listening and speaking. The program targets these skills by delivering a combination of on and off computer assignments. Grades 3-6 weave these skill topics together within units, whereas, in the upper grades, the skills are treated more discretely unit by unit.

Content strands in Reading include Vocabulary, Comprehension skills and Literature studies. Book report projects are interspersed across grades 3-8. Upper grades provide instruction intended to equip students to effectively analyze, interpret and appreciate varieties of literature. Content strands in Writing include Spelling, Grammar and Composition. Spelling lessons appear in every unit grades 3-8. Grades 7-12 cover sentence structure; verb forms; phrases and clauses; usage and sentence reduction and expansion. Composition skill are taught and reinforced throughout the curriculum in all grade levels providing opportunities for students to apply principles of grammar and usage in written assignments. Speaking and listening skills introduced as vital components of effective communication and are taught as specific skills in grades 7-12 including topics such as conversational etiquette, note taking, interviewing, and preparing, delivering and evaluating speeches.

3rd Grade – Reading and Sentence Building
4th Grade – Word Study: Grammar Skills, Composition
5th Grade – Literature, Poetry, Reports
6th Grade – Reading for a Purpose: Sentences & Poetry
7th Grade – Composition & Literature
8th Grade – Speaking & Writing Skills

Mathematics

3-12 is a fully comprehensive math curriculum designed to meet and exceed necessary standards at all grade levels. Content strands include Number skills, Geometry, Algebra, Statistics and Pre-Calculus. Number skills are developed throughout the elementary grades with emphasis on basic operations, whole numbers, fractions & decimals as well as estimation and rounding skills. Emphasis is also given to application and story problems throughout. Geometry is integrated into all grade levels, reinforcing and extending the numeric skills the student is working on. Algebra preparation begins in sixth & seventh grade with eighth grade expanding on these skills. The study of Statistics is integrated throughout the curriculum, beginning with simple charts and graphs in the elementary grades, and moving on to the formal study of statistical measures throughout the high school curriculum.

3rd Grade Math
4th Grade Math
5th Grade Math
6th Grade Math
7th Grade – Pre-Algebra and Pre-Geometry Concepts
8th Grade – Pre-Algebra

Science

Focuses on the development of observational skills while studying the physical universe which God created. The elementary and Jr high grades (3-8) preset each area of science in an independent survey basis, usually unit by unit. The major strands that flow through the lower curriculum and into specific classes are Life Science, Earth and Space Sciences, Physical Sciences and nature of Science. Life Science covers Plants and Animals, Human Anatomy and Personal Care. Earth and Space Sciences includes the topics of Geology, Weather and Space. Physical Sciences contain concepts in Chemistry and Physics and the Nature of Science incorporates the Scientific Method, Experimentation and Technology.

3rd Grade – Plants & Animals; Energy
4th Grade – Changes in Matter; Solar System & Planet Earth

5th Grade – Life Cycles: Balance in Nature
6th Grade – Plant & Animal Behavior; Molecular genetics & Chemical Structure
7th Grade – General Science I
8th Grade – Integrated Physics and Chemistry

Possible electives for lower grades (at additional cost):

Health Quest – Grades 6-8
Health Quest is a health science elective course made up of 5 units for upper elementary and junior high students. The curriculum introduces students to the concepts of what good health is, why good health is important, and what students should do in order to achieve good health.

Keyboarding and Applications – Grades 5-7
Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

8th grade students in good standing will be allowed to take a high school course for credit.

Course Offerings for 9th-12th Grade

BIBLE

9th-Old Testament Survey	10th-New Testament Survey	11th- Bible Doctrine	12th-Christian Faith & Living
1. Creation To Abraham 2. Abraham Through Joseph 3. The Exodus And Wanderings 4. Israel In Canaan 5. The Judges And Spiritual Decline 6. The Kingdom 7. The Divided Kingdom 8. The Remaining Kingdom 9. The Captivity 10. The Restoration	1. Introduction To The New Testament 2. The Gospels 3. The Acts Of The Apostles 4. The Pauline Epistles 5. The General Epistles 6. The Revelation Of Jesus Christ 7. Biblical Literature: Job And Suffering 8. How To Share Christ With Your Friends 9. God's Will For Your Life 10. Review	1. The Faithfulness Of God 2. Romans Part I 3. Romans Part II 4. The Doctrine Of Jesus Christ 5. The Nation Of Israel 6. The History Of The Canon 7. Friendship, Dating, And Marriage 8. The Pursuit Of Happiness 9. Apologetics 10. Review	1. Knowing Yourself 2. Christian Ministries 3. Choosing A Ministry 4. Godhead 5. The Attributes Of God: Holiness And Goodness 6. The Epistles Of James And John 7. Biblical Literature (Daniel) 8. Comparative Religions 9. Wisdom For Today's Youth 10. Practical Christian Living

HISTORY

9th-World Geography	10th-World History	11th-American History	12th-Government & Economics
1. Introduction To Geography 2. Human Geography 3. North America 4. Central America, South America, And The Caribbean 5. Oceania, Australasia, And Antarctica 6. Western Europe 7. Eastern Europe And Russia 8. Sub-Saharan Africa 9. North Africa And Southwest Asia 10. Central, South, East, And Southeast Asia	1. Ancient Civilizations I 2. Ancient Civilizations Ii 3. The Medieval World 4. Renaissance And Reformation 5. Growth Of World Empires 6. The Age Of Revolution 7. The Industrial Revolution 8. Two World Wars 9. The Contemporary World 10. Ancient Times To The Present	1. Foundations Of The American Republic 2. Development Of Constitutional Government 3. National Expansion 4. A Nation Divided 5. A Nation Divided And United 6. United States Involvement At Home And Abroad 7. The Search For Peace 8. A Nation At War 9. Contemporary America 10. United States History Review	1. International Governments 2. United States Government 3. The American Party System 4. History Of Governments 5. The Christian And His Government 6. Free Enterprise 7. Business And You 8. The Stock Market 9. Budget And Finance 10. Banking 11. International Issues

ENGLISH

9th-English 9	10th-English 10	11th-English 11	12th-English 12
1. The Structure Of Language 2. The Nature Of Language 3. Words And Writing 4. Paragraphs, Essays, And Research Reports 5. Short Stories 6. Structure And Meaning In Prose And Poetry 7. Communication 8. Drama 9. Studies In The Novel 10. Review	1. Language Structure 2. Writing Effective Sentences 3. Writing And Reading Skills 4. Speaking And Listening 5. The Development Of English 6. The Short Story 7. Studies In The Novel 8. Drama 9. Poetry 10. Review	1. Learning And Using Standard English 2. Sentence Elements 3. Clear Connections: A Writing Workshop 4. Meaning And Main Ideas 5. Poetry 6. Nonfiction 7. American Drama 8. The American Novel 9. Research 10. Review	1. The Worth Of Words 2. The Structure Of Language 3. Reading And Research 4. Language, God's Gift To Man 5. Medieval English Literature 6. Elizabethan Literature 7. 17th- And 18th-Century English Literature 8. Romantic And Victorian Poetry 9. Creative Writing 10. Review

SCIENCE

9th-Earth & Space	10th - Biology	11th-Chemistry	12th-Physics
1. Dynamic Structure of Earth 2. Forces and Features of Earth 3. Features of Earth's Crust 4. Shaping Earth's Crust 5. Earth's Water 6. Earth's Atmosphere 7. Earth's Weather and Climate 8. Astronomy 9. Space 10. Review	1. Taxonomy: Key To Organization 2. Chemistry Of Life 3. Cells 4. Cell Division And Reproduction 5. Genetics: God's Plan Of Inheritance 6. Microbiology 7. Plants: Green Factories 8. Human Anatomy And Physiology 9. Ecology, Pollution, And Energy 10. Principles And Applications Of Biology	1. Measurement And Analysis 11. Starting The Investigation: How To Identify Elements, Compounds, And Mixtures 12. Exploring Laws For Gases And Conservation Of Mass 13. The Discovery Of Atoms: Nature's Building Blocks 14. Molecular Structure 15. Chemical Reactions, Rates And Equilibrium 16. Equilibrium Systems 17. Carbon Chemistry: Hydrocarbons 18. Carbon Chemistry: Functional Groups 19. Chemistry Review	1. Motion and Forces 2. Kinematics 3. Dynamics 4. Work And Energy 5. More Work and Energy 6. Waves 7. More about Waves 8. Electricity and Magnetism 9. Static Electricity 10. Review

MATH

9th-Algebra I	10th-Geometry	11th-Algebra II	12th-Pre-Calculus
1. Foundations Of Algebra 2. Linear Equations 3. Functions 4. Inequalities 5. Linear Systems 6. Polynomials 7. Exponential And Radical Functions 8. Quadratics 9. Rational Expressions 10. Probability And Statistics	1. Introduction 2. Logic 3. Angles And Parallels 4. Congruent Triangles And Quadrilaterals 5. Similar Polygons 6. Circles 7. Area And Volume 8. Coordinate Geometry 9. Transformations 10. Review	1. Set, Structure, And Function 2. Numbers, Sentences, And Problems 3. Linear Equations And Inequalities 4. Polynomials 5. Algebraic Fractions 6. Real Numbers 7. Quadratic Relations And Systems 8. Exponential Functions 9. Counting Principles 10. Review	1. Relations And Functions 2. Functions 3. Trigonometric Functions 4. Circular Functions And Their Graphs 5. Identities And Functions Of Multiple Angles 6. Application Of Trigonometric Functions 7. Inverse Trigonometric Functions And Polar Coordinates 8. Quadratic Equations 9. Probability 10. Calculus And Review

FOREIGN LANGUAGE (2 consecutive. years required)

Spanish I	Spanish II
1. Amigos En El Mundo 2. Amigos En Ee.Uu. 3. Amigos En México 4. Amigos En Argentina 5. Amigos En Honduras Y El Salvador 6. Amigos En Puerto Rico 7. Amigos En España 8. Amigos En Cuba 9. Amigos En La República Dominicana 10. Amigos En Panamá	1. Amigos En El Mundo 2. Amigos En Chile 3. Amigos En Venezuela 4. Amigos En Perú 5. Amigos En Colombia 6. Amigos En Guatemala 7. Amigos En Bolivia Y Ecuador 8. Amigos En Costa Rica 9. Amigos En Paraguay Y Uruguay 10. Amigos En Nicaragua

PHYSICAL EDUCATION (1 Credit Required)

Physical Fitness (.5 credit)	Physical Educ (.5 credit)		
1. An Overview Of Fitness 2. Flexibility Training 3. Cardiovascular Fitness 4. Resistance Training 5. Motivation And Mindset	1. Course Overview 2. Defining Physical Fitness 3. Principles of Training 4. Project: Principles of Training 5. Risk Factors and Behaviors 6. Project: Risk Factors and Behaviors 7. Balance and Flexibility 8. How the Heart Works 9. Project: How the Heart Works 10. Muscular Strength and Endurance 11. Evaluating Your Fitness Level 12. Nutrition 13. Project: Nutrition 14. Weight Management 15. Responsible Choices 16. Project: Responsible Choices	17. Handling Your Stress 18. Exercise Safety 19. Soccer 20. Project: Soccer 21. Basketball Overview 22. Project: Basketball Overview 23. Understanding Football 24. Project: Understanding Football 25. Modern Baseball 26. Project: Modern Baseball 27. Baseball History 28. Project: Baseball History 29. Volleyball 30. Project: Volleyball 31. Title IX and Gender Issues in Sports 32. Project: Title IX and Gender Issues in Sports 33. Olympics 34. Project: Olympics	35. Controversy in the Olympic Games 36. Project: Controversy in the Olympic Games 37. Golf 38. Project: Golf 39. Tennis 40. Swimming 41. Project: Swimming 42. Gymnastics 43. Running 44. Project: Running 45. Race-walking 46. Careers in Sports 47. Project: Careers in Sports 48. Test 49. Glossary and Credits

FINE ARTS (1 Credit Required)

Music Appreciation (.5 credit)	Digital Arts (.5 credit)	Digital Arts	Digital Arts
1. Discovering Music 2. Music Fundamentals 3. Beginnings Of Music 4. Developing Music 5. Modern Music	1. Course Overview 2. Introduction to Digital Arts 3. Project: Introduction to Digital Arts 4. Why Do We Study Digital Art? 5. Digital Art as Mass Communication 6. Project: Digital Art as Mass Communication 7. Citizen Media 8. Project: Citizen Media 9. What is Digital Photography? 10. Project: What is Digital Photography? 11. How the Digital Camera Works 12. Project: How the Digital Camera Works 13. Shooting Technique 14. Project: Shooting Technique 15. Types of Photography 16. Digital Image Editing 17. Digital Image Editing Software	18. Photoshop Express 19. Project: Photoshop Express 20. Show and Tell 21. Project: Show and Tell 22. Audio Recording and Playback 23. Analog vs. Digital Audio 24. Digital Audio Editing 25. Project: Digital Audio Editing 26. 2D Animation 27. 3D Animation 28. Project: 3D Animation 29. 3D Animation - More Than Entertainment 30. Digital SFX for Film and Video 31. Project: Digital SFX for Film and Video 32. Digital Video Revolution 33. Project: Digital Video Revolution 34. Digital Cinematography 35. Post Production 36. What's Next?	37. Project: What's Next? 38. Web Basics 39. Introduction to Web Design 40. Project: Introduction to Web Design 41. Websites - Mixing Light Entertainment with Income Generation 42. Project: Websites - Mixing Light Entertainment with Income Generation 43. Digital Gaming - A Brief History 44. Gaming Today 45. Virtual Reality - Practical Applications 46. Virtual Reality - Cutting Edge 47. Project: Virtual Reality - Cutting Edge 48. The Future of Digital Arts 49. Project: The Future of Digital Arts 50. Glossary and Credits

ELECTIVES (2 credits required)

American Literature	Personal Financial Literacy	The Civil War	College Planner
1. Early American Literature 1600-1800 2. The Romantic Period 1800-1855 3. War And Reconciliation 1855-1915 4. The Modern Age 1915-1946 5. From Modern To Postmodern 1946-Present	1. Financial Responsibility and Decision Making 2. Careers and Income 3. Money Management 4. Saving and Investing 5. Credit, Debt and Consumer Skills	1. The Pre-War Years 2. The Early Years 3. Turning Point 4. War In The South 5. Reconstruction Of A Nation	1. My Educational Future 2. Choosing A College 3. Entrance Exams And Applications 4. Paying For College 5. Non-College Options

Psychology	Spanish III	Career Explorations I	Career Explorations II
1. Intro and Methods 2. Biopsychosocial psychology 3. Developmental Psychology 4. Cognitive Psychology 5. Abnormal and Group Behavior	1. SOMOS HISPANOS 2. DÍA A DÍA 3. NOTICIAS, FARÁNDULA, Y ENTRETENIMIENTO 4. TECNOLOGÍA Y COMUNICACIÓN 5. A NUESTRO ALREDEDOR 6. DE VIAJE 7. LA SALUD Y EL BIENESTAR 8. PROTEJAMOS NUESTRO PLANETA 9. HUELLAS DEL PASADO 10. LA CONCIENCIA SOCIAL	1. CAREER MANAGEMENT 2. INTRODUCTION TO CAREERS IN HEALTH SCIENCES 3. INTRODUCTION TO HOSPITALITY AND TOURISM SYSTEMS 4. INTRODUCTION TO HUMAN SERVICES 5. INTRODUCTION TO CONSUMER SERVICES	1. INFORMATION TECHNOLOGY 2. INTRODUCTION TO INFORMATION SUPPORT AND SERVICES 3. INTRODUCTION TO NETWORK SYSTEMS 4. INTRODUCTION TO AGRICULTURE, FOOD, AND NATURAL RESOURCES 5. INTRODUCTION TO STEM

Foundations for Living	High School Health	Math Models with Applications	Bus Computers Information Systems
1. What Is A Biblical Worldview? 2. Presuppositions 3. The Doctrines Of The Bible 4. God's Creation 5. Head Of The Family 6. The Bible And Marriage 7. Dating To Matrimony 8. Christian Education 9. Art, Music, And Politics 10. Putting It All Together	1. Body Essentials 2. Physical Health 3. Social And Mental Health 4. Preventative Health Care And First Aid 5. Responsible Living	1. Basic Math Review 2. Personal Finance 3. Statistics 4. Taxes And Insurance 5. Banking Services And Investments 6. Banking And Credit Costs 7. Purchase And Sale Of Goods 8. Leisure, Travel, And Retirement 9. Job Related Services 10. Math Review	1. Communication Skills 2. Business Technology 3. Word Processing 4. Spreadsheets 5. Databases 6. Telecommunications Technology 7. Desktop Publishing Technology 8. Presentation Technology 9. Computer Networks 10. Computer Operating Systems

State History (any State)	20th Century American History	Trigonometry	Speech
1. Course Overview 2. Introduction to State 3. Getting Around State 4. State's Government and Leaders 5. State's Time Line *50 States Available Content varies according to the State chosen	1. Coming Of Age 2. Modern America Emerges 3. Boom To Bust 4. World War Ii And The Cold War 5. Change, Continuity, And Conflict	1. Right Triangle Trigonometry 2. Graphing And Inverse Functions 3. Analytic Trigonometry 4. Trigonometric Applications 5. Polar Coordinates	1. Communication Foundations 2. Language Characteristics 3. Interpersonal Relationships 4. Understanding Groups 5. Presenting & Interpreting Public Messages

High School Information

General High School Course of Study

- Graduation Requirements - 26 Carnegie Units in grades 9th through 12th
- One credit equals one year-long course or two semester courses

HS Diploma from RCS	
English	4
Social Science	3
Bible	4
Math	4
Science	3
Foundations (Speech, Careers)	1
Spanish (LOTE)	2
Electives	4
College Prep/Capstone	1
Total Credits	26

Total hours required to graduate are 26 credits. To graduate from RCS Online, at least five (5) consecutive credits must be earned from RCS Online (See graduation requirements below.) Students are earning a diploma according to the state requirements of Colorado.

Graduation Requirements

Twenty-six (26) credits are required for a High School Diploma from RCS.

High school students contemplating college should take college entrance tests in their junior (11th) or senior (12th) year. Check with the college(s) of your choice to see which test is preferred. The two most common are the American College Testing (ACT) Assessment and the SAT (Scholastic Aptitude Test). Information and registration can be accessed through a local high school or online at **www.act.org** for the ACT or **www.collegeboard.com** for the SAT. The RCS Online school identification code is **060959.**

Course Credits

A unit of credit is awarded in a subject when the course is successfully completed. One-half credit would be awarded for 5 units, and one full credit would be awarded for 10 units of work. A half-credit course typically takes one semester (3-5 months) to complete, and a one-credit course takes approximately two semesters (approximately 8-10 months) to complete.

To graduate within four years, students should be enrolled in approximately 6-7 credits each year. Additional credits may be earned for courses taken outside of the online school, as long as the courses meet the requirements as outlined below. Administration must approve all credits in advance.

Part-time student status includes all who register for 1-3.5 classes while enrolled as full-time students in another academic program. A RCS Online part-time student may be required to take a placement test

and submit a transcript. Upon completion of the course(s), the online school will prepare a transcript for the primary school or parent of the student reflecting individual courses taken, but no diploma can be earned from RCS Online as a part-time student. The transcript of a part-time student will reflect only those courses taken at RCS Online.

Transfer credits taken prior to RCS Online enrollment are accepted based on official transcripts and placement test results. Students who have taken high school courses through homeschooling must show mastery on diagnostic tests in order to receive transfer credits. Credits from non-accredited schools and homeschooling will be listed on the transcript as pass/fail for credit (rather than with a letter grade). Documentation of attendance and evaluation of mastery will be required for all courses, including those not tested. All credits should be verified by an official transcript received from the transferring school.

Tips for Success
Tips for Students on How to Have a Good School Year

1. Make sure all your work is your own. Give your best effort. Looking for ways to "short-circuit" the learning process ultimately hurts you, the student. The "easy way out" is really quite difficult in the long run.

2. Understand that the curriculum you are using is a learning tool. It contains information that you need to learn as you progress through your educational levels. It can be abused and misused, but this only hurts the person using the tool.

3. Take notes and use them to prepare for quizzes and tests. When you take quizzes and tests, **put the notes away**, and hold yourself accountable for your learning. If you need structured accountability in this area, ask your parents for some guidelines during quizzes and tests. Be sure to read the RCS Online policy on academic integrity.

4. Be sure you are diligent in your work ethic. If you need help with a question or concept, ask your teacher or a parent.

5. Do not procrastinate with your projects/reports. Projects are an important part of your learning and our assessment. Students cannot go on to the next unit until projects are complete.

6. Follow the computer-generated daily assignments as closely as possible to stay on schedule.

7. Submit your work in each subject regularly.

8. Make sure you have a quiet environment in which to work. It may mean moving your computer to a different location or asking your parent or guardian to help keep the house quiet while you work on your classes.

9. Guard your school time. It should be school time, period.

10. Complete math problems on paper so you can work out all the steps. Keep your work in a notebook or folder for future reference.

11. Check out the reference section, and print it out for geometry or other subjects, as necessary.

12. Do not be afraid to ask for help. Mastering new concepts on your own is difficult, and to not communicate with your teacher that you are struggling will usually result in frustration or failure. Message your teachers first, call them (see office hours and cell phone numbers) second, and request an online tutoring session if messages and/or phone calls do not thoroughly answer current questions.

Frequently Asked Questions

Is RCS Online accredited?
Parents have the assurance that the RCS Online curriculum meets national and state standards and is taught by highly qualified and degreed/certified teachers. RCS Online is accredited by The Association of Christian Schools International (ACSI). RCS Online is also accredited by Cognia, which affords the school diploma recognition by colleges and universities nationally and globally. Cognia is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are all accreditation divisions of AdvancED.

What is the purpose of the diagnostic test?
The diagnostic test is also known as a placement test; it is a tool to help in the placement of a student in our curriculum. It helps us to customize your student's program and identify any learning gaps. It is given to help identify if students have been exposed to enough similar concepts found in the EDGENUITY curriculum to be successful at the assigned level. The placement test is available for students entering grades 4 through 12. Students entering the 3rd grade are not required to take a placement test.

Is there a transcript fee?
There is no fee for transcripts.

Do you know my particular state's homeschooling requirements?
When a student is enrolled at RCS Online, he/she is a student of an accredited virtual school and not a home school. Nevertheless, parents are responsible for knowing their own state's homeschool laws. You may call your state homeschool organization for this information, or go to **www.hslda.org**.

What is the parent's role?
While students and parents participating in RCS Online will be supported by a three-tiered support system, including university professional education faculty, degreed/certified teachers and administrators, and teacher candidates (future teachers), the parent holds the primary responsibility for making sure the student is prepared to learn. Once enrolled, you have agreed to partner with RCS Online educators to accomplish the task of educating your student. This is a very powerful partnership. **Daily parental involvement is essential to ensure your student's success.**

Parents are expected to provide all of the materials necessary to ensure a successful educational experience for the student. Additionally, parents should consistently monitor student progress and stay informed through contact with RCS Online educators.

What is a typical school day like?
Although the yearly academic calendar is preset, you may arrange the school day as you see fit. You may have your student do all the work in one sitting or space it out over the day. Time spent on the computer will vary depending on the number of subjects that have been assigned and the student's level of understanding of the course material.

How are the lesson plans set up?
The online staff, in conjunction with the parent, will set up a student's school calendar at the beginning of the semester. Based on this calendar, the computer will divide the entire course into a lesson plan, distributing work anywhere from 2-10 months for a full course. The calendar can be adjusted throughout

the year to allow for unplanned events or illness.

How much time does the student have to finish the school year?
Each student is given a maximum of 10 months to complete a 1-credit course and 5 months to complete half-credit courses. Extension fees can be paid for an additional month.

Is it better to have two computers if there are two RCS Online students in the same family?
If you have two (or more) students working in our computer-based courses, it is easier if your students have two (or more) computers, but it is not required. If there will be two students working on one computer, we recommend having one student complete his or her work in the morning and the other in the afternoon. If there are more than two students in the same family enrolled in the online school, an additional computer is highly recommended.

When can my student start?
You can enroll your student(s) any day of the year. RCS Online accepts registrations for enrollment 24 hours a day, 7 days a week, through our "user friendly" online registration form on our website: www.rcsonline.org. You can also call the RCS Online Admissions at 970-612-0684.

How long does the enrollment process take?
The entire enrollment process takes approximately one day to two weeks depending on information given to us by the previous school. The enrollment process includes online registration, transcript processing, placement testing (up to seven days to complete.), principal/parent/student interview, program placement, and advisement. Students enrolling in RCS Online for the first time will take a placement test.

What electives are available for third through eighth grades?
Electives are not necessary for this age group but are available at an extra tuition charge.

What does the RCS Online tuition cover?
The tuition covers enrollment in the online school online curriculum. There may be additional paperback books to purchase for literature and reading courses but most can be accessed online or found at a local library.

Can I enroll in RCS Online if I live in another country?
RCS Online offers online distance learning to students all over the world, and course work can be done from a student's own home in any country as long as there is access to high-speed Internet. As a result, it is our policy NOT to offer I-20s for students to bring them to the United States from their home country. Student work is simply transmitted over the Internet from the comfort of their own home for the RCS Online staff to grade and record.

How does the online school accommodate students who are a grade level behind in one or two of their subjects?
Based on the placement test results and transfer credits, our principal will determine the academic level of your student and customize the program accordingly. If your student is behind in any subject grades 3-8 and needs to catch up, we can create a customized subject to help. In high school, students can be reassigned semesters or full courses in any failed courses. If a student would like to advance, he/she can complete course work more quickly in order to advance—no course work can be "skipped," however.

Will my Internet filter cause any problems?
If you have an Internet service provider that allows you to set a filter, you will need to set the filter to the lowest level. *This program does not work properly with Satellite Dish*.

Does my student have to be connected to the Internet while doing schoolwork?
Yes. A consistent high-speed Internet connection is necessary.

Do you offer payment plans?
Tuition is paid by semester. Full tuition or half the tuition must be paid before access is allowed for the student.

Do you offer tuition assistance?
Because tuition for the online school is significantly less than that of a physical Christian school, no tuition assistance is available.

How does the online school work with a student who has a learning disability, such as ADD or ADHD?
While RCS Online Administrators will craft a student's education plan based on the results of the placement test and/or previous school records, students with learning disabilities may find that working in an online, virtual environment is too challenging or overwhelming. Parents and teachers will need to monitor these students closely to determine their success rate. Please note RCS Online is not prepared to work with students who have been diagnosed with severe learning disabilities and will not produce transcripts with accommodations of any kind.

What should I do if my student misses a scheduled day of work? Do we need to notify the online school?
One of the benefits of virtual schooling is the flexibility of the schedule. With the online school, you have the flexibility to change your schedule when it becomes necessary. You do not need to notify the online school of a school day that has been missed. If your student will not be working for a week or more, you are required to inform the administrative services. Otherwise, follow the suggested daily calendar.

How often should I check my student's progress?
Daily. We encourage parents to take an active role in their student's education. Parents are essential in actively supervising throughout the lessons, and we encourage daily review of student progress.Your involvement is critical to your student's success. We encourage "parent conferences" if you need help interpreting scores, answering questions, providing additional instruction, etc., please call one of your student's teachers for help by consulting the list of teachers office hours and cell phone numbers sent at the time of paid enrollment.

How does the student communicate with a RCS Online teacher?
The student can communicate with a RCS Online teacher in three ways. The first is through the writing of messages left in the message system in Ignitia, which are sent through the Internet with the student's work. The second is by phone. Students are given a list of office hours and cell phone numbers for each RCS Online teacher. The third way to contact a teacher is via our web-conferencing tool if the teacher decides that a tutoring session is necessary online. Please note that office hours vary, and students should allow 24 hours for a teacher to reply.

Does RCS Online periodically send report cards or progress reports?
RCS Online allows immediate viewing for the parent to see the current and cumulative progress of the student. It also furnishes the parent with the capability of printing a "grade summary" at any time. If an official grade report is needed, we will send one upon request, but a year-end report will be mailed. Parents may request a conference call with the teacher or administration at any time as well.

Do students have a set calendar?
Yes, upon purchasing the curriculum, the administrator sets the school calendar for your student to fit into a minimum/maximum 2-10 month time span for a 1-credit course and 1-5 months for a half-credit course. The student's school calendar is then used to distribute the lessons evenly, and the computer assigns due dates accordingly.

Can I enroll my student for just one course?
Yes. Part-time students can take a minimum of ½-credit course. Simply fill out the online registration form and request the course(s) you wish for your student to take. If your student plans to earn a high school diploma through our online school, he or she should register as a full-time student with the usual placement testing and program planning.

How quickly will my student's work be graded?
Our teachers have 24-48 hours to review and grade each student's daily assignments, with the exception of essays, reports, projects, and weekends and holidays. For this policy to be enforced, the student should submit schoolwork the same day it is completed.

Does my student need to be able to type to be successful?
Though typing skills are an advantage, many students successfully do the work using the "hunt and peck" method. Students are strongly encouraged to have keyboarding skills. There are several software packets geared toward aiding students with improving their skills.

Is there any work that is not completed on the computer?
Projects that are accomplished away from the computer include science experiments, as well as research papers for language arts, history, and Bible. Also, in grades 7-12, our language arts course includes reading and evaluating printed novels, plays, and biographies. Most essays will be saved in a Word document on the student's computer and the uploaded into the online curriculum in the appropriate course.

Do you offer an official transcript for outside courses that are approved for the online school credit?
If approved, the credit will show on our transcript as a transfer credit with the fully accredited school name from which the credit was transferred. Please allow 24 hours for transcript requests to be fulfilled.

RCS Online Privacy Policy

Personal Information:
RCS Online has instituted policies intended to ensure that your Personal Information (information that is personal to you and your child, such as name, address, e-mail address, telephone number(s), grades, attendance records, etc.) is maintained in a safe and responsible manner. We want you to know what type of information we may collect or have access to and how it is maintained. Please understand that this Privacy Policy applies to the online school and not necessarily to its affiliates and/or partners.

What We Collect:
We do not collect personal information about you or your child unless you have provided it voluntarily to the online school. We will not require disclosure of more information than is reasonably necessary for participation in our online school services. This information may include names, addresses, contact information, subjects enrolled in, grades, and other academic-related information. The online school may have access to information from students or parents of students via screen share technology for purposes of educational administration, diagnostic testing, to fix errors in the school's database, and/or to correct any deficiencies in our online school services. Such data includes information gathered from students or parents only upon their subscribing to our services.

How We Use Your Information:
We maintain all student data, student educational information, and student files as confidential and guard the privacy of our students and their families. We do not sell, share, or disclose RCS Online client or student database information. We have established strict security procedures to ensure that student files and information are never disclosed to unauthorized parties. All student/child information is secured accordingly.

Privacy Protection for Children:
RCS Online urges parents, school administrators, and staff to discuss with their children and/or students the restrictions and sensitivity regarding the online release of personal information to any unauthorized person and to monitor their children/students' Internet activities at all times. We strive to comply with the Children's Online Privacy Protection Act of 1998 (COPPA).

Third Parties:
RCS Online, at its sole discretion, may contract third parties to perform certain online school responsibilities under our discretion. These responsibilities may include but are not necessarily limited to teaching, grading, counseling, hosting of student data, and placement testing. Some student information may be maintained by a third party in a storage facility or server, and some technical support issues may be handled by third parties via remote desktop access. Any third parties contracted for the responsibilities contained in this paragraph shall be duly advised of the confidential nature of personal information.

Please read this Privacy Policy in its entirety to understand what type of personal information is collected and maintained about children/students in order for the online school to provide its services and how we use such information. We make our best effort to establish and maintain reasonable and

prudent procedures to protect the confidentiality, security, and integrity of all personal information collected, although no specific assurances are provided.

The student's online school administrator and/or teaching staff will provide to a parent or guardian, upon proper request and identification, a user name and password to access their student's data in the curriculum application.

If you are a parent/guardian entering information about children or allowing access of school records to RCS Online via screen share technology, you represent that you have proper authority to submit the child's personal information or allow access of school records via screen share technology. You also agree to hold RCS Online harmless from any and all claims relating to the acceptance and use of such information.

How to Contact Us:

RCS Online
6508 E Crossroads Blvd
Loveland, CO 80538
School Phone: 970-612-0684