

Highlands Christian Academy

Expectations for Online Students & Parents

August 2020



Please note that references to school policies, guidelines, the Acceptable Use Policy, etc. can be found in the [Parent-Student Manual](#).

Student Expectations

- Adhere to the Highlands Honor Code, Parent-Student Manual, and the Highlands Distance Learning pledge.
- Set up a workspace, work times, and your own computer for the school day. (Technology specifications listed [here](#).)
- Adhere to the HCA dress code which involves wearing a Highlands uniform shirt for the entire time you are involved in live sessions. (There may be non-uniform days or spirit shirt days announced.)
- Understand that you are expected to attend all live classes and/or sessions. During these live sessions, you will be required to **turn on your device's camera and microphone** so the teacher is able to see you and speak with you during class. Check-in to class as specified by your teachers. If you have not checked in within the first 5 minutes of class, you will be marked absent.
- You **MUST** remain signed into the class for the entire class time or until the teacher releases you to do class work or group work.
- If you leave in the middle of a class, you must notify the teacher by email before class time that you will be leaving and why. A parent email must follow to report the absence.
- Absences will still be recorded by the school. If you are not able to attend a scheduled live class and/or session, your parent needs to report your absence to the school per school guidelines for reporting absences. If you have an excused absence for a live class and/or session, then you are expected to watch the recording of the live session and complete the work as soon as possible. The school's absence and make-up policies apply to distance learning.
- Continue on your path to successfully completing this school year by striving for academic excellence and earning good grades to successfully complete your current grade level.
- Complete and submit your work on time.
- Do your own work. School policies for homework and academic integrity still pertain.
- Communicate with your teacher if you have questions or concerns. Ask for help if you need it.
- Be considerate of others in online discussions.
- Behavior considered to be distracting to class meetings and/or other students, or not following the directives for virtual classroom management by your teacher, can be written up as classroom disruption or insubordination per the Highlands Code of Conduct and discipline policy.
- Follow the Highlands Acceptable Use Policy and be a proper digital student.
- Remain hopeful, knowing your teachers are doing all they can to move your education forward in an excellent manner.

- Remember you are not “at home” during distance learning time but “in school.” Your job is to learn. This is an opportunity to learn a new skill set and grow in responsibility through this new model of learning.
- Your cell phone should be silenced and put away during e-learning. NO games or other activities are permitted during class time. Limit your distractions.
- As part of a conscious effort to continue to develop your life skills, be sure to make positive contributions to household work and family life. The school will be reinforcing your need to make positive contributions at home.
- Make it a priority to connect with God during these times. Read Scripture and pray to feed your personal spiritual growth.

Parent Expectations & Additional Information

- Ensure your students have the proper Highlands technological requirements for distance learning. (Technology specifications listed [here](#).)
- Set up a workspace, a work schedule, and secure a computer for each of your students.
- As part of a conscious effort to continue to develop your child’s life skills, be sure your child makes positive contributions to household work and family life. Highlands will be reinforcing the students’ need to make positive contributions at home.
- Students are expected to attend all live classes and/or sessions. During these live sessions, students will be required to **turn on their device’s camera and microphone** so the teacher is able to see and hear the student during class.
- Students need to check-in to class as specified by the teacher no later than 5 minutes into the class, or they will be marked absent. Students **MUST** remain signed into the class for the entire class time or until the teacher releases them to do class work or group work.
- If a student leaves in the middle of a class, the student **MUST** notify the teacher by email before class begins that he or she is leaving the session and why. A parent email must be sent to the teacher to follow up concerning reasons for the absence.
- Continue to report absences per the school’s guidelines.
- Students are expected to attend all live classes and/or sessions. If a student is not able to attend a scheduled live class and/or session, the parent needs to understand this is an absence and report it to the school accordingly. If a student is absent for a live class and/or session, then he or she is expected to watch the recording of the live session and complete the work as soon as possible. Please refer to the school’s policy regarding excused and unexcused absences. The school’s absence and make-up policies apply to distance learning.
- The regular class schedule must be followed by each student.
- Behavior considered distracting to class meetings and/or other students, or not following the directives for virtual classroom management by the teacher, can be written up as classroom disruption or insubordination per the school’s Code of Conduct and discipline policy. Parents will be notified if there is a discipline issue with a student.
- Work with your child’s teacher on developing a routine for your child. Appropriate and consistent bedtimes, mealtimes, and schoolwork times are very important to success. If you are struggling with developing a routine for your child, please reach out to your child’s teacher(s) for suggestions and help.
- Be sure your child eats breakfast and other meals.

- School policies for homework and academic integrity still pertain.
- Do not take over your child's work for him/her. School policies on student original work and academic honesty still apply.
- Regularly view your child's work and grades in KnightsNet.
- Presume the best of the teachers and school leadership.
- Follow the appropriate chain of command if an issue arises. Please contact your child's teacher first with any concerns.
- Be sure your child gets exercise daily.
- Highlands does not expect faculty/staff to share personal cell phone numbers. Please contact your child's teacher through school-provided contact information.
- If contacting the teacher after his or her scheduled on-call hours, allow time for the teacher to respond.
- Teachers have a class on campus as well as their responsibilities for accommodating the online students. Please give time for a response to your inquiries.
- Understand that we are here to work with you. We are all in this together.
- Progress monitoring and daily feedback is an essential component of a student's learning.
- Highlands values and needs your prayers. It should be a priority to connect with God during these times to feed your own spiritual growth.