



CONCORDIA

LUTHERAN HIGH SCHOOL

CONCORDIA ONLINE CONTRACT

*Unless otherwise indicated, this course is designed as an accelerated block that is completed in **8 weeks**. (semester=8 weeks)*

Tech Requirements:

- Blackboard Learn works best using **Firefox** as your **web browser**. If you do not currently have the latest version of Firefox, you can download it here:
<http://www.mozilla.org/en-US/firefox/new/>
- You need to have access to Microsoft Office Word. If you do not have Word, then you can download a free version here:
http://download.cnet.com/Adobe-OpenOffice/3000-18483_4-10263109.html. You can use other word processing programs such as Google Docs, but you must be certain to always **save your document as a .doc or .docx**. Other documents such as **Pages** will not be acceptable because Blackboard will not allow the teacher to open them.
- The URL for Orange Lutheran Online is hsoc.blackboard.com. This is where you will log in to your classroom. Bookmark this website. Your login information will be sent to your school email the weekend before your class begins.
- Powerschool is where you and your parents will be able to check your grades. You can access the link here: <https://hsoc.powerschool.com/public/>

Textbook:

Various courses use an additional textbook or e-text. Most e-texts are \$15 and will be billed by Concordia. Some classes use actual textbooks. Please check with Mrs. Odinga before ordering any texts. CLHS may already have a copy in stock.

*Video Game Design requires the purchase of design software at a cost of \$80.00. This is purchased by the student once they have been admitted to the class. Also, please note that Video Game Design requires the use of a PC and can not be completed on a Mac.

Orientation Videos:

How to Navigate your Online Classroom: <https://youtu.be/FfU5AHE3EJ4>

Being an Online Student: https://youtu.be/7ZxhP_a8BQo

Discussion Questions and Participation: <https://youtu.be/jrqDC2Efs8E>

Course Content and How to Submit Assignments: <https://youtu.be/AYGUxeahjic>

Class Expectations:

Expect to spend 5-10 hours per week on an online class. This includes the time you spend reading materials, posting in the forums, and completing daily assignments and semester projects. Check your email daily for communication from your teacher. Be sure to respond within 24 hours.

Attendance:

You must be active in the classroom on a minimum of 2 days (Monday – Sunday) of each week of the class by posting in a forum, submitting an assignment, or taking an assessment. (*Note: assignments, assessments, and discussion questions are due on the date listed in the Syllabus). Any post, regardless of content, will count toward attendance.

If you are out of attendance for 3 weeks (consecutively or non-consecutively) of an 8-week course, you will be automatically withdrawn and will not be eligible to receive credit or earn a letter grade. If you are automatically withdrawn, a drop fee will be assessed and you will receive a W/F (Withdrawal/Failure) on your transcript. If you drop in Week 8, you will automatically receive an F on your transcript.

Absences from a course may impact your grade (At the discretion of the instructor, you could forfeit a percentage of your grade).

OLO TECHNICAL SUPPORT

Phone: (714) 900-2656

Email: techsupport@lhsoc.org

Withdrawal from an Online Semester Class

No charges will be assessed to those who withdraw before the start day of the class.

- If class is dropped in Week 1: \$50 penalty will be assessed by CLHS
- If class is dropped in Week 2: \$100 penalty will be assessed by CLHS
- If class is dropped in Week 3: \$200 penalty will be assessed by CLHS **and the student will receive a W/F (Withdrawal/Failure) on his/her transcript.**
- If class is dropped in Weeks 4-8: \$375 penalty will be assessed by CLHS **and the student will receive a W/F (Withdrawal/Failure) on his/her transcript.**

***If a class is dropped after it has started, the student will be placed into a study hall with no credit for the remainder of the semester.**

On Campus Assistance

Mrs. Odinga is located in the front office and is available for help when needed. She can also be reached at odingak@clhs-tx.org.

We have read and understand the contents of this application. After reading the policies on this application, we agree to support the faculty, staff and peers of Concordia Lutheran High School in conjunction with Orange Lutheran High School and abide by all school policies. We understand that these classes are rigorous and work at an accelerated pace, covering the same material in half the time of a traditional on-ground class.

Student Name

Date: _____

Student Signature

Date: _____

Parent/Guardian Signature

Date: _____