

LIBERTY UNIVERSITY
Online Academy



STUDENT HANDBOOK

A Message from the Superintendent

Welcome to Liberty University Online Academy (LUOA)! LUOA seeks to provide quality academics through a biblical worldview for students in the United States and around the world. It is our prayer that our students graduate, not only well-prepared for the challenges of their future, but also with a better understanding of who they are in Christ.

LUOA began in 2007 under the direction of the late Dr. Jerry Falwell and continues to enjoy the full support of the current President, Jerry Falwell, Jr. and the Executive Leadership of Liberty University.

LUOA is fully accredited by AdvancED, which is dedicated to advancing excellence in education worldwide. Through the AdvancED accreditation division, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), LUOA enjoys full accreditation. LUOA is also recognized by the Commonwealth of Virginia as a member institution of the Virginia Council for Private Education. These affiliations and accreditations ensure that your student will receive the highest quality education available. We are pleased that we have obtained these credentials which signify our commitment to providing a quality, Christ-centered educational opportunity to your family.

Our grades K-12 program offers curriculum for part-time or full-time students, students graduating with a standard diploma, advanced diploma or with an AA degree. We also offer dual enrollment courses for juniors and seniors wanting to begin earning college credit while simultaneously completing high school coursework. Our dedicated and highly qualified faculty and staff provide efficient, competent and professional support to engage students and provide assistance for parents throughout the school year.

We look forward to serving you!

Dr. Bunnie Claxton

Superintendent

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Mission Statement

Liberty University Online Academy exists to support parents and guardians in their biblical responsibility to nurture and train their children. Thus, LUOA provides opportunities that allow students to experience spiritual and academic development through an individualized, Christ-centered, technology-based, academic experience.

Vision Statement

Liberty University Online Academy seeks to lead students to faith in Jesus Christ and to develop young men and women who adhere to a Christian worldview and are prepared to participate as godly members of their home, church, and society.

Philosophy of Liberty University Online Academy

Liberty University Online Academy is an “academic arm” of Liberty University. Teachers and administrative staff for LUOA must be born-again Christians who are consciously committed to Jesus Christ, knowing their lives serve as examples to those whom they teach.

Recognizing that the primary responsibility for education rests with parents (Psalm 78:5, 6), LUOA serves as an extension of the family to aid parents in this task.

The philosophy of LUOA is based on the premise that man's ultimate purpose is to glorify God (I Corinthians 6:19, 20; 10:31). LUOA exists to help each student reach his full potential by guiding him in developing spiritually, morally, personally, socially, and academically (Luke 2:52). The faculty and staff recognize that only when a student accepts Christ as Savior and yields to His Lordship can he realize his own unique potential (Romans 10:10-13).

Education and learning are biblical imperatives (Deuteronomy 6:6, 7; Proverbs 3:1-9); therefore, all instruction is biblically based (Deuteronomy 4:2-9). The specific content grows from the following:

1. God's mandate at creation for mankind to have dominion over the earth (Genesis 1:1; 26-28), which has grown to require learning in the areas of language, mathematics, the physical and natural sciences, technology, and the fine arts.
2. The hostile environment resulting from the fall of man (Genesis 3:9-24), intensifying his need to understand more deeply all of the curricular areas, as well as the social and health-related sciences and the study of God's written Word.
3. The command for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20), further elevating the need to master all of the above areas.

Liberty University Online Academy Educational Goals and Objectives

- I. SPIRITUAL AND MORAL DEVELOPMENT: Liberty University Online Academy seeks to:
 - A. Inform students aware of their sinful nature and God's unconditional love for them (Romans 3:23; John 3:16).
 - B. Lead students to an acceptance of Christ as their Lord and Savior (Romans 10:13).
 - C. Help students recognize the Bible as the inspired, inerrant, authoritative Word of God (II Timothy 3:16).
 - D. Develop in students a desire to know, love, and obey the will of God through daily prayer and Bible reading and participation in a local church (II Timothy 2:15; Hebrews 10:24-25).
 - E. Instill in students the knowledge of the foundational truths and doctrines of God's Word and the desire to apply these in life (II Timothy 2:15; Ephesians 6:13-17).
 - F. Help students realize the importance of recognizing and overcoming sin and of living godly, obedient lives (Ephesians 4:21-32).

- II. PERSONAL DEVELOPMENT: Liberty University Online Academy seeks to:
 - A. Help students see and accept themselves as unique individuals, created in the image of God with special gifts to be fully developed for His glory (Psalm 139:13-16, I Corinthians 12:7-11).
 - B. Develop in students habits of good stewardship over all that God has given them— time, talents, material possessions, and the physical environment (Luke 12:48; Ephesians 5:16, I Peter 4:10).
 - C. Teach students personal responsibility and accountability for their words, deeds, and attitudes (Romans 14:12; Galatians 6:7-8).
 - D. Encourage in students physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).
 - E. Develop in students the ability to make decisions based on biblical principles (Psalm 1:1,2; Psalm 119:105; I Corinthians 2:14-16)

- III. SOCIAL DEVELOPMENT: Liberty University Online Academy seeks to:
- A. Encourage students to view all others as made in God's image, and to treat them with love and respect (Genesis 1:27; John 13:35; James 2:8-9).
 - B. Develop in students the skills, perspectives, and desire to function as cooperative members of the larger society (Romans 12:18; Romans 13:1-7; I Timothy 2:1-2).
 - C. Help students develop biblical attitudes toward marriage and the family, emphasizing the need to establish God-honoring homes (Psalm 127:1; Ephesians 5:31).
 - D. Help students desire to lead others to a saving knowledge of Christ and to disciple believers by precept and example (Matthew 28:18-20; I Timothy 4:12).
 - E. Develop in students the desire both to lead and serve in their communities as circumstances and God's direction permit (Matthew 25:21).
- IV. ACADEMIC DEVELOPMENT: Liberty University Online Academy seeks to:
- A. Help students reach their full academic potential by providing a developmentally appropriate instructional program with high academic standards.
 - B. Teach students to use good study habits to enhance their creative and critical thinking (II Timothy 2:15; Proverbs 4:5-12).
 - C. Help students interpret and apply all knowledge from a biblical perspective (Isaiah 8:20; I John 4:1).
 - D. Develop in student's independent study habits that foster a life-long love for learning and personal excellence (Proverbs 4:5-8).
 - E. Prepare students for future educational or vocational experiences by developing in them the necessary communication, thinking, and technological skills (Proverbs 4:5-12).
 - F. Help students become aware of changing world events and interpret them from a biblical worldview (Hebrews 13:8).
 - G. Help students acquire knowledge and an appreciation of their Christian and American heritage (Deuteronomy 4:2-9; Psalm 33:12a).

Liberty University Online Academy Core Values

1. All people need the saving grace of God purchased by the shed blood of Jesus Christ and the guiding truths of His Word.
2. All people are made in the image of God and, therefore, deserve our love and respect.
3. As representatives of Christ on this earth, we must strive for personal, academic, social, and spiritual excellence in all that we do.
4. The family and the church are God's primary educational institutions. The school exists to support the family and extend the church.
5. It is the responsibility of the school to provide a learning environment that nurtures and encourages each student and faculty member to achieve their personal best.

Accreditation

LUOA is a grade K-12 school, offering traditional education through a technology-based format. LUOA is recognized by the Commonwealth of Virginia as an accredited institution, and it is a member of the Virginia Council for Private Education. LUOA is regionally accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) which is an accreditation division of its parent organization AdvancED. SACS CASI accredits nearly 13,000 public and non-public institutions in 11 southeast states, Mexico, Central and South America, and the islands of the Caribbean.

NCAA Clearinghouse Eligibility

LUOA courses are not approved by the NCAA Eligibility Center for use as core courses in Division I or II academic evaluations. The NCAA requires that students be taught through the use of teachers as primary instructors. The NCAA has ruled that LUOA's online instructional delivery with secondary student support does not meet their standard for approval. The rationale for this ruling has been broadly applied to online institutions and correspondence schools nationally. Student athletes who are being actively recruited by a Division I or II university should inform recruiters of LUOA attendance and seek their counsel.

rev. 08/2016

Admission to Liberty University Online Academy

A student is enrolled in the LUOA by his parents or legal guardians. The school regards the parents as having authority over their child, with the school providing the academic and spiritual support for the child's development.

Enrollment is never closed. Enrollment flexibility thus enables the LUOA to accommodate every family's unique life situation.

The enrollment process begins with the submission of a completed application and payment of the Application/Registration Assessment fee. Upon acceptance, each full-time student takes an assessment test to help the admission's counselor determine grade or course level placement. Using official transcripts from the previous school and diagnostic test results, the admission's counselor drafts a class schedule to meet individual student needs. Enrollment is completed when parents/guardians agree to the class schedule, official transcripts from previous institutions or homeschool are received, and financial check-in is finalized. With the fulfillment of the enrollment process, LUOA assigns an academic advisor to assist with student and parent adjustment to LUOA's school structure and to monitor student academic progress.

Transferring credits to the LUOA

High school credits earned prior to student enrollment in LUOA may be accepted based on submission of official transcripts. Math placement will be determined by a combination of grades and LUOA's Entrance Assessment Exam (EAE). This EAE is to ensure students are placed in course that best meets their demonstrated skill level. To be official, the transcript must be mailed from the previous school to the LUOA and contain a seal and/or administrative signature verifying document authenticity. Credits earned and all grades of record in other schools will be listed on LUOA transcripts as transfer records.

Students who have taken high school courses through home-schooling must show documentation of work completed and demonstrate academic mastery on diagnostic tests in order to be considered to receive transfer credits.

rev. 07/2016

Entrance Assessment Exam

The EAE is a tool used in the admissions process to evaluate student skill level in Math. Students in grades K-5 are not required to take the EAE. Public, private, and partner school students with less than a 3.0 GPA are required to take the EAE. Public, private, and partner school students with a 3.0 GPA or greater, verified by a transcript, are not required to take the EAE. All homeschool students 6th grade and above must take the EAE, regardless of their GPA.

rev. 07/2016

Conditional Enrollment

Under certain circumstances students will be allowed to participate under conditional enrollments:

- where there is a history of not maintaining sufficient academic progress
- where there has been a history of technical difficulties
- where there is a poor payment history
- where other items are at issue as determined by LUOA

Conditions must be followed closely in order to remain enrolled.

LUOA reserves the right to cancel enrollment at any time due to non-payment of fees, unsatisfactory academic progress, program abuse or plagiarism, or failure to follow LUOA procedures. Students who do not maintain satisfactory progress per course for a period of thirty days will be administratively withdrawn from that course and receive a grade of “FN” (failure for non-completion). The grade of “FN” will appear on the transcript and will negatively affect the GPA.

rev. 04/2016

Statement of Policy on Nondiscrimination

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subjected to discrimination in any program or activity, on the basis of sex, race, color, national origin, or ethnic group.

Ten Keys to Unlocking LUOA Educational Success

Online learning is unique in that students must take a more active role in learning and accessing information than traditional students in conventional classrooms. Instead of teacher directed instruction, online course material is provided in text, video, and animation formats. Written messages between the student and teacher replace direct communication associated with traditional classroom instruction. Rather than simply sitting through a class and jotting notes, online students must take the initiative to “self-teach,” using the teacher as a resource rather than the primary presenter.

As an online student, you will find that self-paced instruction has many advantages. The control you gain by being actively engaged in your personal learning experience will result in good grades and depth-of-learning. It is our goal that through this experience you will become an independent learner able to skillfully use your personal learning style to acquire knowledge, gain understanding, and wisely apply learning in life decision-making situations. To help you transition to online learning, we offer the following ten keys to unlocking LUOA educational success.

1. Watch the New Student Orientation Course and read the Student Handbook

The New Student Orientation Course is a required assignment for all new students. The course provides practical advice to enable students to quickly acclimate to online learning using LUOA’s learning management system (LMS).

The student handbook provides valuable information regarding policies and procedures, all of which are designed to enable LUOA students to have a successful school experience. Be sure to thoroughly read the handbook. If you have questions about policies or procedures, contact your academic advisor.

2. Read and Secure Items Listed in the Course Supply List

Located under the resources section at the bottom of LUOA's website homepage is a link to the supply lists for LUOA courses. Parents and students should print the applicable lists prior to the start of each course. Securing project items in advance will ensure timeliness in completing course projects when assigned.

3. Understand the Lesson Design

Each new lesson in a module builds on previous learning objectives. Your understanding of material covered in each lesson will directly relate to how you have mastered concepts in previous lessons.

LUOA lessons contain a variety of content. Lesson length is designed so you can focus on what is important information to know. Do not simply rush through assignments for the sake of completion. Mastery of the content is your goal. Assessing student mastery is the basis by which quizzes and tests have been designed.

4. Submit Assignments on Time

Each student has an individualized assignment calendar that is maintained by the curriculum LMS. As a general rule, students should complete at least one module of course study per month. Parents and students can quickly assess course progress by comparing modules completed to the number of months enrolled.

With online courses, students can never say, "I know I turned it in, you must have lost my paper." All assignments are submitted through the online assignment page and stored on the Academy's massive file servers. No student work is stored on the student's personal computer, thus protecting student work from mechanical loss. It is recommended that students save a copy of all written projects just in case there is an unforeseen technical issue with the submission.

Be sure to hit submit when finished with an assignment. Without that final command, the teacher will not receive the work, and you will not get credit for assignment completion.

5. Be an Active Learner

In online education, the student is responsible for what he/she learns in the course. Rushing through assignments will not lead to information retention. Take time to take notes, to memorize important terms and definitions, and to understand lesson facts and concepts. Be sure to fully answer all assigned questions. An active learner goes beyond the minimum required. Do not do just enough to progress. Remember, you will have to use what you learn today as the foundation for what you will learn tomorrow. Without a strong foundation (learned lesson), the building (course) is doomed to fail.

6. Get Acquainted with Your Teacher

One of the secrets to successfully adjusting to online education is engagement with the teacher. Take an active role in your education by discussing ideas and sharing questions with your teachers. To gain the best help from a teacher, state your question after explaining what you understand. In so doing, the teacher can provide instruction that is meaningful to your needs. The following are examples of requests that are too general. “I don’t understand.” “Please help.” These would be better stated: “I understand that I am to write a paper on George Washington, but the directions do not tell me how long the paper should be and how many sources I am to use from my research.” Good dialogue involves clarity in expressing ideas and seeking information.

7. Build for Success through Organization

Daily organizational structure and strong study skills are fundamental elements to online learning success. Many of our students have found that keeping a physical binder to take notes while studying lessons is an excellent way to increase learning. The notes provide a convenient means for review before taking quizzes and tests. Having a binder with class notes allows students to review when you are away from the computer or have lost access due to hardware failure. Divide the subject binder by course, module, and lesson titles. Keeping notes may appear to be too time-consuming in the minds of some students who desire to speed through their coursework, but there is no shortcut to learning. Academic success is at the end of the path marked by order and perseverance.

8. Avoid Procrastination

Keeping up with your schoolwork is your responsibility. Establish a study routine and daily study time. Teachers can usually tell when an assignment was rushed! You are not fooling the teacher, and you are cheating yourself out of the learning we desired for you when the course was developed.

If you have to write a research paper, you should allow a couple of days to research the topic. Then create an outline and begin writing the paper’s rough draft. Take time to revise the rough draft and send the work through online spelling and grammar checks. When satisfied the work is complete, keep a copy on your computer and submit a copy to the teacher, following directions provided with the assignment. Be sure to avoid plagiarism by properly citing outside resources quoted and providing a list of references at the end of the paper. Working diligently on projects at the time of their assignment provides opportunity for lesson enrichment through research and/or discussion, enabling students to make practical application of lesson concepts to life experiences. To assist students in maintaining timeliness with work completion, the Learning Management System (LMS) blocks advancement to the next lesson of study until all previous assignments are complete.

9. Look for Life Application in the Lesson Discussion

Education should make a difference in your life. Discovering ways that your lesson information can be applicable to your life or future education makes learning fun. Discovering the significance of a topic or concept will help you better remember the information.

Teachers want to understand that their students have more than book learning. They want to see that students can apply information to more than just a test question. Can your newly acquired knowledge help you succeed in actual life experiences? Due to the nature of online education, you are not pressured for immediate answers to questions involving critical thinking. Take time to formulate a knowledgeable response before answering questions.

10. Set Goals

LUOA provides a daily assignment calendar to keep you focused. The goal should be to complete all tasks required on the day they are assigned. If you get behind, use the next few days and/or the weekend to get back on track. Without goals, procrastination replaces production.

rev. 08/2016

Child Abuse or Neglect Policy

In recognition of the unreported criminal activities that surrounded the Penn State child abuse scandal, many states have enacted laws and/or reinforced current laws defining mandated child abuse or neglect reporting requirements.

The Virginia Legislature has extended reporting requirements, effective July 1, 2012, mandating that every employee of a public or private institution of higher education who, in his or her employment capacity, has reason to suspect that a child (under the age of 18) is an abused or neglected child, has a responsibility under law and must report the suspected child abuse or neglect within 24 hours. This report must be made to the local city or county Social Services office where the child resides, where the abuse or neglect is believed to have occurred, or to the Virginia Department of Social Services toll-free child abuse and neglect hotline (800) 552-7096.

If any employee of Liberty University fails to report suspected abuse within 24-hours, he or she may be criminally charged with failure to report such abuse or neglect and the employee may have to pay a fine of \$500 for the first offense and not less than \$1,000 for the second failure to report. If the child abuse involves certain types of sexual abuse, the employee who knowingly and intentionally fails to make the required report shall be guilty of a Class 1 Misdemeanor. The law provides that no mandatory reporter, which includes all LU employees, shall be required to make a report if the employee has actual knowledge that the same matter has already been reported to the local Social Services office or via the toll-free child abuse and neglect hotline.

Liberty University strictly complies with the letter of the law as well as the spirit of the law. This policy applies to all LU employees. We have adopted the following employee policy in this regard:

Employee Mandatory Reporting Requirements for Child Abuse and Neglect

The University strictly abides with the reporting requirements as mandated under Virginia Code 63.2-1509. All employees are required to report any suspected child abuse or neglect of any child under the age of 18, regardless of the nature of the abuse or neglect, the identity of the suspected perpetrator of the abuse or neglect, or the location in which the suspected abuse or neglect occurred.

Any employee who, in his or her employment capacity, has reason to believe or reasonably suspects child abuse or neglect has occurred in association with any LU affiliated person, property, business or activity, should inform University authorities as soon as possible.

- In order to file a report, contact Human Resources as soon as possible by calling (434) 592-7330; no longer than 12-hours after first suspecting abuse or neglect so that the University can respond within the 24-hour requirement. Human Resources will investigate the report and file the report with the Department of Social Services as required.
- In the event any employee witnesses any form of child abuse as outlined above, notify any Liberty University police officer by calling (434) 592-7641 immediately.

- If an employee has reported suspected abuse or neglect to Human Resources or reported witnessed abuse or neglect to the Liberty University Police Department and has not received confirmation that the matter was reported to the local or state Social Services before the 24-hour mandatory deadline has expired, or if the employee has been unable to reach Human Resources before the 24-hour deadline, the employee must report the abuse or neglect directly to Social Services by the reporting deadline required by law. Immediately following the report to Social Services, the employee must notify Human Resources and provide details of when the report was originally made, who received the report and any communications resulting from the report.

No employee will suffer any retaliation or adverse employment action based on filing a good faith report or for participating in any investigation of suspected child abuse or neglect. Any employee who intentionally fails to timely report suspected child abuse or neglect or fails to timely report child abuse or neglect that the employee should reasonably have suspected, the employee will be subject to discipline up to and including termination and may also be subject to criminal charges.

rev. 03/2015

Liberty University Online Academy Academic Policies

Academic Structure

LUOA is a grade K-12 school dedicated to maintaining high academic standards within the framework of a technology-based educational program. The school believes in and is dedicated to preparing young people to fulfill elementary and secondary academic objectives that will enable them to pursue post high school goals.

LUOA believes that a Christian education is of prime importance to all of its students. Therefore, Christ is presented in all classes, and the Bible is the basis from which all instruction generates. It is the policy of the LUOA to hold all curriculum materials against the Bible, the Word of God, for measurement. Historical facts are reported as such, and all opinion/interpretation/editorializing must stand the scrutiny of God and the Bible.

All teachers realize (aside from the Bible) that there is no infallible material, and as such, they must use discretion at all times in the utilization of such material. It is not the practice of the LUOA to support or perpetuate any principles not set forth in the Bible. Therefore, information and principles in compliance with the Bible are taught, and notions which conflict with Scripture are challenged and designated as error.

Class instruction is formatted on a browser-based LMS that is delivered by internet services. Courses are primarily text driven with various forms of interactive components built into the lessons such as videos, animation, and interactive review games. As such, the lessons are designed to actively engage students in the learning process. Lessons are developed with the intention to motivate student interest and maintain student focus.

All full-time enrolled students must use the LUOA curriculum. High school students may supplement their coursework with pre-approved outside courses. Consultation with the academic advisor is required to assist in these important school decisions.

Students completing their school year early may immediately enroll in the next year program. Financial obligations for the completed school year must be met prior to re-enrollment or release of official records.

Achievement Testing

LUOA provides annual achievement testing for all full-time students. The online version of the Stanford Achievement Test Series Tenth Edition is utilized. The Stanford is a nationally normed and widely used achievement test that is delivered to LUOA students through their home computer.

An Academy academic advisor schedules student test times during the months of April and May. Stanford emails parents a printable report with their child's percentile scores in math, language skills, reading, science, and social studies.

rev. 08/2010

Individualized Learning

LUOA offers students Individualized Learning opportunities. This means the academic goals for all students are the same, but the unique structure of our curriculum allows each student to progress at his or her own pace based on his or her own particular learning needs. This approach serves a variety of students, including those with special needs. At LUOA, we strive to support the educational needs of each unique learner.

Possible Accommodations Include (but are not guaranteed)

- Extended time on tests
- Extended time on assignments
- Typed lessons where handwritten ones are required for submission
- Multiple attempts on some assignments

Parents Should Provide

- Assistance with organizational skills
- Reduction in distractions during school work
- A quiet testing atmosphere
- Frequent breaks

Not Offered

- Individual tutor
- Counseling services
- Assistive technology
- Reduced academic requirements

rev. 08/2016

Parent Role

Parents are encouraged to take an active role in their child's education. Even though the course work involves self-instruction, parents are essential in actively assisting the student as "first responders" throughout each lesson. As such, parents are the home agents, ensuring the quality of independent student learning. **Parents are responsible for monitoring student quiz and test administration to ensure student integrity.**

Using a specially designed observer access within the LMS, parents can view all graded assignments and monitor academic progress.

rev. 10/2015

Faculty

LUOA teachers are degreed in their subject area and licensed as prepared professionals. They provide support to parents and students through electronic correspondence. The teacher takes responsibility for the day-to-day academic well-being of each student. Assessment of student work is provided by the teacher, and grades are available to students and parents twenty-four hours daily through an online gradebook. Communication between teacher and student is accomplished on three levels: correspondence in the LMS message center, comments made directly on the assignments, and regularly scheduled teacher office hours. In addition, the LUOA provides free phone-in instructional help for students needing assistance from an academic subject specialist. Using the communication options established within the LUOA structure, relationships among the parents, students, and teachers become similar to those that exist in a traditional classroom setting.

Academic Support

Students in need of assignment assistance beyond that which can be resolved through messaging the teacher may call the school office for assistance from subject matter experts at 1-866-418-8741 option #4. These services are available Monday through Friday, 8:30 – 5:00 Eastern Time. Tutorial assistance is limited to helping the student understand the thrust of an assignment and understanding a lesson concept. Students needing full service tutorial help must plan to secure those services through tutors in their locality.

Technical Support

Please call 1- 866-418-8741 option #6 for technical support.

Recommended Minimum Computer System Requirements

LUOA utilizes a browser-based Internet interactive format. PCs and Mac computers are compatible with this program. Computers must have the following system features as minimal requirements. **Internet service must be high speed. Wireless connection using air cards or satellite services encounter connectivity problems due to the size of lesson files being transmitted. Internet connectivity must be through Firefox or Chrome rather than Internet Explorer or Safari.**

- 1.6 GHZ or Higher Processor
- GB of Memory
- 150 MB of Hard Disk Space
- 800 x 600 or Higher Resolution Monitor, 16 bit color
- High Speed Internet Service (Satellite internet does not work well due to the latency of the connection)
- Webcam with microphone
- Headset with microphone required for high school foreign language courses
- Printer Recommended (printer and scanner required for K-6 grade levels)

Library

The Liberty University Online Academic library offers students a thorough set of online resources through the following databases to enhance their learning.

ERIC

- million (+) records and links to hundreds of thousands of full-text documents dating back to 1966
- Newspaper collections from the United States, Australia, Canada, the United Kingdom, Pakistan, New Zealand, the United Arab Emirates, and China

Proquest Central

- 10,910 academic journals

British Periodicals Online

- Hundreds of magazines and journals from the late seventeenth century to the early twentieth century

Periodicals Archive Online

- Major collection of older scholarly magazines in subject areas such as the arts, humanities, and social sciences
- Covers more than two centuries of content
- 37 key subject areas
- Multiple languages

Digital National Security Archive

- Declassified government documents from 1945 to the present.
- Topics include U.S. policy toward critical world events
- Includes military, Intelligence, diplomatic, and human rights dimensions

Ebsco K-12:

- 2000 academic journals
- 1500 newspapers
- 1150 magazines
- 1000 electronic books
- 940 biographies

Music Periodical Database

- Information about several hundred international music publications
- Covers 20 countries
- 140+ music journals

The LUOA library offers students a thorough set of online resources through Ebsco's K-12 library system. The library contains almost 2000 academic journals, close to 1500 newspapers, and just over 1150 magazines. Additionally, the library offers over 1000 electronic books and 940 biographies. The ERIC system contains more than a million records and links to hundreds of thousands of full-text documents from ERIC dating back to 1966. The newspaper collection offers newspapers, not just from the United States, but also Australia, Canada, the United Kingdom, Pakistan, New Zealand, the United Arab Emirates, and China.

Liberty Online Ministries

Liberty Online Ministries is committed to providing the Liberty family with spiritual resources that will encourage and strengthen the student and the family. Connection to the Online Ministry website is <http://www.libertyonlineministries.com>. Students and parents are encouraged to browse this informative site to seek biblical answers to life questions, request prayer support, and view numerous video resources, including weekly convocations at the university.

LUOA students are encouraged to view weekly convocation services as part of the school weekly schedule. To attend Liberty University convocations, go to the Online Ministry website, click on the media section located on the top left side of the home page, then click on the Convocation and Campus Church Streaming Video in the Other Links section located at the bottom left side of the page, click on the Faith & Service tab at the top of the screen, and then locate the Convocation links on the Spiritual Program page.

Parents should be aware that Liberty University invites guests that might differ from traditional Evangelical Christian viewpoints or even Liberty University’s doctrinal statement.

This is Liberty University’s statement regarding Convocation Speakers:

We believe “how you think” is just as vital as “what you think.” A fundamental part of the college experience is being exposed to a variety of viewpoints so that students can better understand why they hold their own beliefs and be better prepared to defend them.

As President Falwell has always said, “Students are not only free—but encouraged—to form their own opinions about what they hear in Convocation. This is a vital part of the higher learning experience” We also believe that “how you disagree” is as vital as “why you disagree.” Learning how to disagree without being disrespectful is a vital tool for any world-changer who is truly more interested in winning people than winning an argument.

rev. 10/2015

Student Academic Status

Some states view enrollment in any form of distance education as “home schooling.” Other states will recognize accredited distance education institutions as actual schools. Parents are responsible to educate themselves concerning the education laws in their home state and how enrollment in this LUOA is viewed in conjunction with state laws.

A full-time student is defined as one who is enrolled in five or more LUOA courses in the same term or three courses in kindergarten and first grade.

Part-time student status includes all who register for one to four courses. Part-time students are not required to take the EAE test (with the exception of high school math and science) or to submit previous school records in order to enroll.

Any part-time student may change status and enroll as a full-time student by requesting a change of status with the student’s academic advisor, taking required EAE tests, and submitting previous official school transcripts.

Attendance

While there is flexibility in doing schoolwork at home, the LUOA school year consists of 180-days of instructional work for academic credit to be granted. Parents are not required to notify the LUOA regarding missed days of school since the pace is family-controlled, and students can make up days using their own creativity. If a student is struggling due to an illness, teachers should be notified so they can pray for their student and offer extra assistance as needed.

Academic Calendar

A school year is considered to be 180-days, or 90-days per semester. Full-year courses are divided into ten modules of study, with five modules equaling a semester of work. Each module typically takes three to four weeks to complete; depending on module length, student ability, daily scheduling, and grade level difficulty. A full-time student, attending the complete school year, should complete coursework in nine to ten months, including time for holiday breaks.

Semester courses are designed to be completed in 90 academic days. Students enrolled in semester courses usually complete their work in four to five months.

Students may shorten their course time by doubling up instructional hours. To achieve the fullest learning potential from this academic experience, students are cautioned not to rush through the curriculum.

Deadlines for Completing Courses

Requiring students to meet deadlines is essential in preparing them to be successful adults. From the academic start date, agreed upon by the parent/guardian during the enrollment process, students are given 10 months to complete a full-year course, and five months to complete a one-semester course.

Responsibility for completing courses by established deadlines lies with the parent and student. LUOA academic advisors will assist by alerting parents if it appears that a student is in danger of not finishing in time. Incomplete courses by the end of the assigned time period will result in a course grade of “FN”, with no credit granted.

Due to extenuating circumstances, LUOA officials may extend a semester course by a grace period of one-month, or they may extend a full year course by a grace period of two-months to enable a student to complete course requirements. Parents/guardians seeking time extension must request the extension with the student’s academic advisor before the end date of the course. No extra tuition costs will be charged during extended time.

LUOA will allow an extension beyond the grace period if the parent contacts the academic advisor before the grace period ends, understanding that this will result in additional charges to the account. Extensions on full-year courses may be granted in 20% increments (2 months) at the cost of \$100 each. Extensions on one-semester courses may be granted in 20% increments (1 month) at the cost of \$50 each. Additional extensions will be granted up to a full term. Students enrolled in foreign language courses will be required to pay an additional lab fee if the course extends past twelve months. The student will be allowed to continue re-enrolled courses with previous work and assessment grades saved. If enrollment continuation is not established at the end of the original grace extension period, this option is forfeited, and a grade of “FN” will be recorded. If a student is administratively withdrawn from the ‘enrollment continuation’ option, the original semester extended or the total course grade (if both semesters were extended) will be recorded as “FN” and no credit will be granted. Once an additional full term has been reached, the course is non-renewable. A course that has been accessed for 2 full terms and not completed will be recorded with a grade of “FN”.

rev. 08/2016

Assessment

LUOA philosophically approaches learning and assessment from a mastery concept. Mastery learning provides students with the opportunity to demonstrate mastery through various forms of assessment in which the teacher has the authority to provide multiple attempts of an assessment to bring the student to full understanding. The underlying premise to this philosophy is that all students can learn.

Because curriculum is sequential, it is vital that students demonstrate mastery so that present success will provide the foundation to future learning. In an effort to reduce guessing and improve student motivation to develop and follow good study habits, the number of attempts is limited by the LMS to two attempts on daily work. After two attempts the student will be awarded the highest of the grade.

Students who have connectivity issues during a quiz or test should first contact his/her teacher and then contact the advisor. Both contacts are essential.

rev. 08/2016

Course Assignments

For consistency in writing across the curriculum, all research projects must be properly cited using the MLA citation style. **Wikipedia is not considered to be a reliable source for research. Any work that includes or cites Wikipedia will be returned to the student for revision.**

Because technology can fail, students should save copies of projects to their personal computer in the event it would need to be submitted a second time. Any courses requiring video submissions are uploaded behind Liberty University's firewall for safety and security purposes.

Rubrics are used to grade some assignments to help prepare the student for what will be evaluated prior to submission of the work, to standardize grading by different teachers, and to categorize the feedback provided by the teacher. Clarification questions should be referred to the teacher.

rev. 08/2015

Materials Selection Policy

LUOA screens and selects educational materials to be consistent with the school's philosophy. However, the fallen human condition depicted in literature (as in Scripture itself) is not always pleasant. Valuable works sometimes have objectionable or profane elements. Good books provide four recognized values:

1. They build Godly attitudes and character traits.
2. They deepen our social and cultural awareness.
3. They strengthen our use of written language.
4. They provide a lifelong source of enjoyment and relaxation.

In order to instill these values in our students and fulfill the stated objectives of our school, all LUOA students are expected to read and study good books on a regular basis. Recognizing that materials designed for one level may not be appropriate for another, three levels of criteria are applied.

1. Elementary materials must contain no objectionable material.
2. Objectionable elements in 6th-8th grade materials must be limited
3. Objectionable content may be included in high school materials but must be outweighed by positive literary, curricular, or Christian value.

Materials which are required for students have been approved by the Materials Selection Committee.

rev. 12/2014

Final Work Submissions

Submitting the course completion assignment in a subject signals that the student has completed the course. All assignments and the final test must be submitted before the course completion is taken. **Once the course completion assignment is taken, the course is closed.** Students and parents should be sure that they are ready to “close” that subject prior to submitting the course completion assignment.

rev. 06/2013

Resubmission Policy

Students:

All students are expected to submit their best work on the first submission for any assignment. At the discretion of individual teachers and with his or her express permission, assignments may be resubmitted for credit. Feedback on a specific assignment will indicate whether or not the assignment is eligible for resubmission. Teachers will not score any assignment resubmitted without prior approval. Assignments that have been approved for resubmission must be completed before the student progresses more than one module beyond the repeated assignment. *For example, a student currently working in Module 4 may request a resubmission in Module 3. Projects in Module 1 and 2 would not be allowed at that point in time.*

Determining Course Grades

Students read, watch, and listen to the material in each lesson and complete problems, assignments and tests on the computer. With the instant grading feature, students and parents have immediate feedback regarding the student's progress. LUOA teachers grade written work such as paragraph answers, essays, and projects. Any grading or comments made by the teachers are transferred back to the student. Due dates are provided in the student's homepage and calendar to keep students on schedule.

The number of assessments for each module may vary. Teachers have the prerogative to award credit for an assessment, as they deem appropriate for the work submitted. **Extra credit assignments are not available.**

Teachers are required to grade assignments within 48 hours with the exception of projects or papers, which will be graded within 4 days.

Grade averages are calculated utilizing a weighted scale. Each full year course is subdivided into ten modules. Lessons, quizzes, and the module tests are assigned a weighted value by category in determining the module grade.

Grades are calculated using the following weights:

Tests = 40%
Quizzes = 35%
Lessons = 25%

The grading scale is as follows:

NEW 10-POINT GRADING SCALE		
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

If a student, parent/guardian questions an end-of-course grade, that concern should be immediately presented to the academic advisor for clarification/correction.

rev. 08/2016

Course Credit

High school courses are awarded one-half credit for each semester of successfully completed student work. Credits earned prior to LUOA enrollment can be accepted based on official transcripts and diagnostic test results. Credits earned in other schools will be recorded on LUOA transcripts as 1.0 credit for each standard high school course involving 150 to 180 clock hours of instruction.

Students who have taken high school courses through home-schooling must show documentation of work completed and demonstrate mastery on diagnostic tests in order to receive transfer credits.

Throughout a student's LUOA high school experience, additional credits may be earned for courses taken outside of LUOA, as long as the courses meet requirements for instructional rigor and length of instructional time.

Students may earn both high school and college credit for enrollment in a single course. One 3-hour college course will be awarded ½ high school credit. Courses taken outside of LUOA will be evaluated for appropriate high school credit.

Failed Courses

If a student fails either semester of a course, depending on the subject, the administration may require the student to retake that semester's coursework before moving on to the next semester or grade level.

Repeated Courses

Previous grades of record are not replaced when a student repeats a failed or previously passed course, and all grades of record are applied when calculating the student's overall GPA. **If a student repeats a previously passed course, state standard mandates that only one of the two courses will be factored into the total number of credits required for graduation.**

rev. 01/2010

Course Withdrawal

1. A request for course withdrawal must be made to the academic advisor from the parent/guardian.
2. If the student has worked no further than module 1 in any full-year or semester course, and the course withdrawal occurs within the first three weeks of enrollment, that course will not be included on the student's official transcript.
3. The first three weeks of course enrollment and if the student has worked no farther than the third module in the semester (Module 3 or 8), the course withdrawal will appear on the transcript as "W" (withdrawn) and will not affect the high school GPA.
4. If the student has progressed into the fourth module of the semester (Module 4 or 9), a course withdrawal request cannot be accepted. The course must be completed or a final grade of "FN" will be assessed.
5. Students who are enrolled for four months in a semester course or nine months in a full year course who wish to withdraw but do not successfully progress in their course work will be given a final grade of "FN".
6. Once a course withdrawal has been officially accepted, it may not be considered for "special continuation" status as explained in the section titled "Deadlines for Completing Courses."

rev. 04/2016

School Withdrawal

If a student withdraws from LUOA for personal reasons or due to administrative action, the tuition amount owed will be prorated based on months enrolled, not based on work completed. Transcripts will be sent when all obligations to LUOA have been satisfied. If semester work is incomplete, the student transcript will include semester exit grades determined by averaging completed module percentages. Incomplete modules will not be recognized in the exit average. Acknowledgement of the percentage of work completed within the semester will be provided in the transcript comment section.

Release of Official Transcripts

After completion of a course or courses, LUOA will issue a school transcript upon request. Official transcripts are mailed to schools. Official transcripts mailed to parents or graduates over 18-years of age become unofficial if the envelope is opened. Financial obligations to the

Academy must be met prior to release of unofficial or official records and graduation diplomas. If considering a transfer to a conventional school in their locality, parents are advised to talk with officials at the new school to review a graduation status profile before leaving the Academy.

Transcript Changes

Changes cannot be made to official transcripts unless there is documentation of proof that the administration made an error when entering data. Individuals expressing concern must register the matter with an LUOA academic advisor or the school administration. The school superintendent will determine if a change is to be made. If proof of claim is demonstrated, a transcript modification will be made and official copies will be sent to institutions that previously requested academic records.

Graduation Requirements

In order to earn an LUOA diploma, the student must complete 5 credit hours through LUOA in their first year of matriculation and complete 5 credit hours through LUOA in each consecutive year of enrollment. LUOA will not issue a diploma to a part-time student who has not established full-time status for at least one of their high school years at LUOA.

Students who establish full-time status prior to their senior year must successfully complete at least five LUOA credit hours each year thereafter. The credit hour requirement may be met using LUOA courses, LU dual credit courses, or combinations thereof. Pre-approved Non-Institutional Credit (NIC) courses or dual credits from other colleges may be added, but only those taken through the External Credit Course (ECC) will apply to the LUOA minimum credit hour requirement.

Students who break enrollment with LUOA for a minimum of one academic year must reestablish full-time LUOA status for at least one year prior to graduation.

LUOA offers two high school diploma options: the traditional standard diploma and an advanced diploma. A review of both Diploma Completion Plans (DCP) shows a difference in the number of math, science, history and foreign language courses required. Both diplomas are considered college preparatory in design. Because each college or university has its own entrance requirements, the student and parent should consult with the college or university to tailor a high school program that meets the specific expectations for admission to that institution.

rev. 08/2016

Diploma Completion Plans

The following links will take you to the various Diploma Completion Plans (DCP). These are the required and optional courses and their credit value. Using the DCP will allow you to designate your strategy and monitor your progress as you advance towards graduation.

Academic and Career Success is a required course that fulfills ½ credit of the 2 credits required for Fine Arts, Technology and Career Planning, It is designed to equip students to be successful online students and guide them in making wise choices for further career or academic endeavors. This course offers an orientation to the purpose and mission of LUOA and how a student's academic performance should be viewed in relationship to the biblical worldview. Included in this course are resources to enhance a student's scholastic pursuits including communication, study, note-taking, and time management skills; reading and comprehension strategies; methods for evaluation of resources for research and writing; and approaches for future career planning.

The Commonwealth of Virginia requires

- US and Virginia History
- US and Virginia Government

LUOA students will complete the below to fulfill this requirement.

- US History
- VA State History
- US Government

LIBERTY UNIVERSITY

Online Academy

High School Diploma(Standard)
2016-2017 Diploma Completion Plan

Important: This diploma plan is effective for those starting this program in fall 2016 through summer 2017. This plan will remain in effect for students who do not break enrollment or who do not change programs.

Standard Diploma (22 credits + Bible)

<u>Discipline</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>		<u>Credits</u>	<u>Year</u>	<u>Grade</u>
English (4 credits)				Health & PE (2 credits)			
English 9	1	___	___	Health & PE	1	___	___
English 10	1	___	___	Physical Education	1	___	___
English 11	1	___	___				
English 12	1	___	___	Bible (1 credit required each year enrolled full-time with LUOA)			
				Apologetics	1	___	___
Mathematics (3.5 credits)				Survey of the Bible	1	___	___
Personal Financial Literacy (required)	0.5	___	___	Life Applications	1	___	___
Algebra I (choose 3)	1	___	___	Christian Service	1	___	___
Algebra II	1	___	___				
Geometry	1	___	___	Electives (6 credits total)			
Pre-Calculus				Fine Arts or Career & Technical Education (1 credit)			
				Academic Success and Career Success (req.)	0.5	___	___
Laboratory Science (3 credits)				_____	___	___	___
Earth Science (choose 3)	1	___	___				
Biology	1	___	___	Foreign Language/Fine Arts or Career and Technical Education (1 credit)			
Chemistry	1	___	___	_____	___	___	___
Physics				_____	___	___	___
				_____	___	___	___
World History (1 credit)							
World History I (choose 1)				General Electives (4 credits)			
World History II	1	___	___	_____	___	___	___
				_____	___	___	___
History & Social Science (2.5 credits- all required)				_____	___	___	___
US History	1	___	___	_____	___	___	___
Virginia History	0.5	___	___	_____	___	___	___
Government	0.5	___	___	_____	___	___	___
Economics	0.5	___	___	_____	___	___	___
				_____	___	___	___
				_____	___	___	___
				_____	___	___	___

SUGGESTED COURSE SEQUENCE

<u>NINTH GRADE</u>	<u>Credits</u>	<u>TENTH GRADE</u>	<u>Credits</u>
Apologetics ¹	1	Survey of the Bible ¹	1
Algebra I	1	Geometry	1
World History I or II	1	Virginia History	0.5
Earth Science	1	Biology/Lab ³	1
English 9	1	English 10	1
Health & PE	1	PE	1
Academic & Career Success	0.5	Elective Course(s) ²	<u>1</u>
Elective Course ²	<u>0.5</u>		
	6.0 + Bible = 7.0		5.5 + Bible = 6.5

<u>ELEVENTH GRADE</u>	<u>Credits</u>	<u>TWELFTH GRADE</u>	<u>Credits</u>
Life Applications ¹	1	Christian Service ¹	1
Algebra II	1	Economics	0.5
US History	1	Government	0.5
Chemistry/Lab ⁴	1	English 12	1
English 11	1	Elective Courses ²	<u>2.5</u>
Personal Finance	0.5		
Elective Course(s) ²	<u>1.5</u>		
	6.0 + Bible = 7.0		4.5 + Bible = 5.5

¹Students must take a Bible course in every year in which they are enrolled as a full-time student

²Students should plan accordingly to fulfill all required language, fine art/technical and career elective credit requirements in addition to general elective requirements

³Biology should only be taken upon the completion of Algebra I

⁴Chemistry should only be taken if student has completed or is enrolled in Algebra II

LIBERTY UNIVERSITY

Online Academy

High School Diploma(Advanced)
2016-2017 Diploma Completion Plan

Important: This diploma plan is effective for those starting this program in fall 2016 through summer 2017. This plan will remain in effect for students who do not break enrollment or who do not change programs.

Advanced Diploma (26 credits+Bible)

<u>Discipline</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>		<u>Credits</u>	<u>Year</u>	<u>Grade</u>
English (4 credits)				Health & PE (2 credits)			
English 9	1	___	___	Health & PE	1	___	___
English 10	1	___	___	Physical Education	1	___	___
English 11	1	___	___				
English 12	1	___	___	Bible (1 credit required each year enrolled full-time with LUOA)			
Mathematics (4.5 credits)				Apologetics	1	___	___
Personal Financial Literacy (required)	0.5	___	___	Survey of the Bible	1	___	___
Algebra I	1	___	___	Life Applications	1	___	___
Algebra II	1	___	___	Christian Service	1	___	___
Geometry	1	___	___				
Pre-Calculus	1	___	___	Electives (7 credits total)			
				Foreign Languages (3 or 4 credits)			
Laboratory Science (4 credits)				3 years of one language or 2 years of 2 languages required			
Earth Science	1	___	___	_____	___	___	___
Biology	1	___	___	_____	___	___	___
Chemistry	1	___	___	_____	___	___	___
Physics	1	___	___	_____	___	___	___
History & Social Sciences (4.5 credits)				Fine Arts or Career & Technical Education (1 credit)			
World History I	1	___	___	Academic and Career Success (req.)	0.5	___	___
World History II	1	___	___	_____	___	___	___
US History	1	___	___				
VA History	0.5	___	___	General Electives (2 or 3 credits)			
Government	0.5	___	___	_____	___	___	___
Economics	0.5	___	___	_____	___	___	___
				_____	___	___	___
				_____	___	___	___
				_____	___	___	___
				_____	___	___	___

SUGGESTED COURSE SEQUENCE

<u>NINTH GRADE</u>	<u>Credits</u>	<u>TENTH GRADE</u>	<u>Credits</u>
Apologetics ¹	1	Survey of the Bible ¹	1
Algebra I	1	Geometry	1
World History I	1	World History II	1
Earth Science	1	Virginia History	0.5
English 9	1	Biology/Lab ³	1
Health & PE	1	English 10	1
Academic & Career Success	0.5	PE	1
Elective Course(s) ²	<u>1</u>	Elective Course(s) ²	<u>1</u>
	6.5 + Bible = 7.5		6.5 + Bible = 7.5

<u>ELEVENTH GRADE</u>	<u>Credits</u>	<u>TWELFTH GRADE</u>	<u>Credits</u>
Life Applications ¹	1	Christian Service ¹	1
Algebra II	1	Pre-Calculus	1
US History	1	Economics	0.5
Chemistry/Lab ⁴	1	Government	0.5
English 11	1	Physics/Lab	1
Personal Finance	0.5	English 12	1
Elective Course(s) ²	<u>2.0</u>	Elective Courses ²	<u>2.5</u>
	6.5 + Bible = 7.5		6.5 + Bible = 7.5

¹Students must take a Bible course in every year in which they are enrolled as a full-time student

²Students should plan accordingly to fulfill all required language credits and the remaining 1/2 fine art/technical and career elective credit requirement in addition to general elective requirements

³Biology should only be taken upon the completion of Algebra I

⁴Chemistry should only be taken if student has completed or is enrolled in Algebra II

LIBERTY UNIVERSITY

Online Academy

Associate of Arts/High School Diploma Diploma Completion Plan

Important: This diploma plan is effective for those starting this program in fall 2016 through summer 2017. This plan will remain in effect for students who do not break enrollment or who do not change programs.

22 credits + Bible/61 hrs

	Credits/hrs	Year	Grade		Credits/hrs	Year	Grade
English (4 credits/12 hrs)				Bible (1 credit required each year enrolled full-time with LUOA/12 hrs)			
English 9	1	___	___	Apologetics	1	___	___
English 10	1	___	___	Survey of the Bible	1	___	___
English 11- ENGL101	0.5/3	___	___	BIBL105-Old Testament Survey	0.5/3	___	___
ENGL102	0.5/3	___	___	BIBL110-New Testament Survey	0.5/3	___	___
English 12- ENGL202	0.5/3	___	___	THEO201-Theological Survey I	0.5/3	___	___
ENGL216	0.5/3	___	___	THEO202-Theological Survey II	0.5/3	___	___
Mathematics (3.5 credits/3 hrs)				Electives (6 credits total from both LUOA and Dual Enrollment courses)			
Personal Financial Literacy-BUSI223	0.5/3	___	___	LUOA Electives (2.5 credits)			
Algebra I (choose 3)	1	___	___	Academic and Career Success	0.5	___	___
Algebra II	1	___	___	Foreign Language/Fine Arts or Career & Technical Education (1 credit)			
Geometry	1	___	___	_____	___	___	___
Pre-Calculus				_____	___	___	___
Laboratory Science (3 credits/4 hrs)				General Electives (1 credit)			
Biology - BIOL101	0.5/3	___	___	_____	___	___	___
BIOL103	0.5/1	___	___	Required Dual Credit Electives (2.5 credits/15 hrs)			
Earth Science (choose 2)	1	___	___	Communications Elective (choose 1)			
Chemistry	1	___	___	COMS101			
Physics				JOUR225			
World History (1 credit)				SCOM110	0.5/3	___	___
World History I (choose 1)	1	___	___	UNIV104-Inst.Tech.for Online Learning	0.5/3	___	___
World History II				MATH Elective (MATH 115 or higher)	0.5/3	___	___
History (2.5 credits/9 hrs- all required)				PHIL201-Philosophy & Contemp. Ideas	0.5/3	___	___
US History - HIUS221	0.5/3	___	___	EVAN101-Evangelism and Christian Life	0.5/3	___	___
HIUS222	0.5/3	___	___	Dual Credit Electives (1 credits/6 hrs)			
Government- GOVT220	0.5/3	___	___	_____	___	___	___
Virginia History	0.5	___	___	_____	___	___	___
Economics	0.5	___	___				
Health & PE (2 credits)							
Health & PE	1	___	___				
Physical Education	1	___	___				

SUGGESTED COURSE SEQUENCE

<u>EIGHTH GRADE</u>	<u>Credits</u>	<u>NINTH GRADE</u>	<u>Credits</u>	<u>TENTH GRADE</u>	<u>Credits</u>
Algebra I	1	Apologetics ¹	1	Survey of the Bible ¹	1
Academic & Career Succ.	<u>0.5</u>	Geometry	1	Algebra II	1
Bible 8		World History I or II	1	Economics	0.5
English 8		English 9	1	Virginia History	0.5
Physical Science		Health/PE	1	Chemistry/Lab ³	1
Civics 8		Earth Science	1	English 10	1
		Elective Course(s) ²	<u>1</u>	PE	1
				Elective Course(s) ²	<u>1</u>
	1.5 credits		6.0 credits + Bible = 7.0		6.0 credits + Bible = 7.0

<u>SUMMER SEMESTER AFTER TENTH GRADE</u>	<u>Credits/hrs</u>	<u>ELEVENTH GRADE FALL SEMESTER</u>	<u>Credits/hrs</u>	<u>ELEVENTH GRADE SPRING SEMESTER</u>	<u>Credits/hrs</u>
<u>A-term-</u>		<u>B-term</u>		<u>B-term</u>	
BIOL101	0.5/3	ENGL101	0.5/3	BUSI223	0.5/3
BIOL103	0.5/1	EVAN101	0.5/3	BIBL105	0.5/3
<u>B-term</u>		<u>D-term</u>		<u>D-term</u>	
UNIV 104	<u>0.5/3</u>	ENGL102	0.5/3	BIBL110	0.5/3
		GOVT220	<u>0.5/3</u>	Comm. Elective	<u>0.5/3</u>
	1.5 credits/7 hrs		2.0 credits/12 hrs		2.0 credits/12 hrs

<u>SUMMER SEMESTER AFTER ELEVENTH GRADE</u>	<u>Credits/hrs</u>	<u>TWELFTH GRADE FALL SEMESTER</u>	<u>Credits/hrs</u>	<u>TWELFTH GRADE SPRING SEMESTER</u>	<u>Credits/hrs</u>
<u>A-term</u>		<u>B-term</u>		<u>B-term</u>	
MATH Elective	0.5/3	ENGL202	0.5/3	ENGL216	0.5/3
<u>B-term</u>		HIUS221	0.5/3	THEO201	0.5/3
LUO Elective	<u>0.5/3</u>	<u>D-term</u>		<u>D-term</u>	
		HIUS222	0.5/3	PHIL201	0.5/3
		LUO Elective	<u>0.5/3</u>	THEO202	<u>0.5/3</u>
	1.0 credits/6 hrs		2.0 credits/12 hrs		2.0 credits/12 hrs

¹Students must take a Bible course in every year in which they are enrolled as a full-time student

²Students should plan accordingly to fulfill all required language, fine art/technical and career elective credit requirements in addition to general elective requirements

³Biology should only be taken upon the completion of or in conjunction with Algebra I

⁴Chemistry should only be taken if student has completed or is enrolled in Algebra II

NOTE ON DUAL ENROLLMENT BIBLE COURSES

The following are course substitutions for those listed on the LUO DCP for the AA in Interdisciplinary Studies:

EVAN101 substituted for APOL104

BIBL105/110 substituted for BIBL104

THEO201/202 substituted for THEO 104

Student Course Load

Full time students in grades 9 through 12 must be enrolled in a minimum of five classes (realizing that taking the minimum number of classes will require more than four years to achieve a graduation diploma).

Class Placement

For high school class placement, the student

- 9th - must have successfully completed 8th grade
- 10th - must have accumulated a minimum of 7 credits
- 11th - must have accumulated a minimum of 13 credits
- 12th - must have accumulated a minimum of 19 credits and have tentative plan to graduate in the immediate year.

Class Rank and GPA

Because LUOA students attend school year round without a declared institutional school year start and end date, computing class rank is not possible. Student grade point averages are calculated on a quality point system. For transfer students, LUOA will honor a conventional school course status as honors or AP. LUOA will weigh such courses on the LUOA conversion system. Homeschool courses will be weighted according to LUOA descriptors. Homeschool AP courses will be weighted upon submission of AP national test scores.

Standard Courses	Honors Courses	College or AP Courses
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

Graduation Ceremony

LUOA hosts a formal cap and gown commencement ceremony as a part of Liberty University's on-campus commencement festivities each May. Graduating seniors of LUOA are invited, but not required, to attend this special event.

Graduation Fee

LUOA graduating seniors, regardless of attendance or non-attendance at the on-campus graduation ceremony, are assessed a one-time, non-refundable, graduation fee of \$50.00. The fee is added to the student's tuition account in February. Cap, gown, and graduation announcements are available for additional ordering options at <http://www.valleygradserv.com>.

Graduation Date

Because the LUOA has an open enrollment policy, students actually finish their coursework at varying dates other than that of the formal graduation ceremony. The individual student graduation date stated on official transcripts is the actual date coursework is completed.

Any student enrolling as an incoming senior after February 1st will be listed as a graduating senior for the class of the next academic year. (e.g. A student enrolling as a beginning senior in February 2015 would be listed in the graduating class of 2016.) The formal class graduation date recorded on diplomas is the date of the May ceremony for that academic year.

rev. 06/2014

Late Nite Labs

All students taking Biology, Chemistry and Physics use an innovative on-line laboratory software program to complement and reinforce the concepts taught in the class curriculum. Through a contract with Late Nite Labs, LUOA students complete simulated laboratory experiments at any hour of the day, any day of the week.

Students do not simply watch a video of an experiment being performed in a laboratory; instead, Late Nite Labs is completely interactive. Students perform actual lab experiments using this virtual lab experience. Students record experiment data and write results just as they would in any standard lab situation.

Elective Courses

At the high school level, a certain number of electives are required in order to meet graduation requirements. Elective credit requirements for high school graduation may be met by taking courses provided by LUOA or by having an External Credit Course approved by a LUOA Academic Advisor or Department Chair.

rev. 08/2016

Dual Credit Program

High school juniors and seniors may get a head start (EDGE) on their college education by enrolling in online college courses offered via Liberty University Online. Through this dual enrollment partnership program, academically advanced students earn college credits in a variety of subjects.

The tuition for these courses is charged the same as LUOA, thus providing a significant savings over the regular university tuition rate.

Because all Liberty University coursework is accredited, courses are transferable to other universities if the student were to choose to attend a college other than Liberty.

Students desiring to take dual credit courses must have a minimum 2.7 cumulative GPA.

Students who fail an EDGE/dual credit course may repeat the course one time. The student must pay the tuition for the repeated course. If the student is planning on graduating from LUOA, the original and second attempt grades are listed on the LUOA high school transcript and factored in the student's overall LUOA GPA. A second failed course will result in the removal from the LUOA EDGE/dual credit program. The student may continue to enroll in LUOA high school courses, but will not be allowed to enroll in additional EDGE/Dual enrollment courses.

Courses will require additional material that is purchased separately from MBS Direct. Some courses require course packages as well as textbooks. Purchases may be made online through MBS Direct at <http://bookstore.mbsdirect.net/liberty.htm> or by phone at (800) 325-3252.

It is recommended that students purchase course materials at least ten days before the course start date to ensure a timely delivery. When ordering, please verify with your registration information whether you are enrolled in an 8-week course or 16-week course format.

A complete list of courses being offered for dual high school/college credit is provided on the official website, www.LibertyOnlineAcademy.com.

rev. 06/2012

Liberty University Online – 15% discount

Students who graduate from LUOA are awarded a 15% discount towards Liberty University Online tuition. This discount will be awarded by Liberty University Online upon receiving the final transcript from LUOA. The 15% discount can only be applied towards tuition and cannot be applied towards book or technology fees.

rev. 08/2016

Student Expectations and Discipline Policies

Academic Integrity

“Let your light shine before men, that they may see your good deeds and praise your Father in heaven.” Matthew 5:16 (NIV)

“The man of integrity walks securely, but he who takes crooked paths will be found out.” Proverbs 10:9 (NIV)

A school environment based on integrity provides a setting of peace and trust. It is the responsibility of parents, students, and school personnel to work together to develop a school community based on honesty in words and actions.

In order to issue a transcript and/or a diploma upon completion of the program, LUOA must have a reasonable degree of assurance that the grades earned and works completed are an accurate reflection of the student’s ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately.

It is important that parents take “ownership” of their side of LUOA program and ensure there is sufficient supervision as the student is completing lesson work and taking quizzes and tests.

Program abuse primarily occurs when students become disrespectful to teachers or when they pursue alternative ways of completing the coursework outside the conventional use of the curriculum as understood by both the parent and the student through LUOA communications.

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

Honor Code

“So whoever knows the right thing to do and fails to do it, for him it is sin.” James 4:17

As a student of LUOA, I understand that it is my responsibility to uphold God’s biblical mandate that my life testimony demonstrate actions of integrity. In so doing, I will complete all assignments as instructed, without resorting to cheating or plagiarism. I understand that it is my responsibility to turn in my assignments in a timely manner, complete my own work, not share my work with others, and treat all students, teachers, and staff with respect.

rev. 08/2016

Parent Role Statement

“A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher.” Luke 6:40

Parents are encouraged to take an active role in their child’s education. Even though the coursework involves self-instruction, parents are essential in actively assisting the student as “first responders”

throughout each lesson. As such, parents are responsible for ensuring the quality of independent student learning and monitoring student quiz and test administration to ensure student integrity.

rev. 08/2016

Cheating

Cheating is giving aid to a student or receiving any form of aid regardless of the source without the consent of the teacher. Assistance in daily lesson work is not considered cheating as long as the student actually does the work. The line between lesson “assistance” and cheating is drawn at the point of providing actual answers to questions. Quizzes and tests must be completed without the aid of any notes or other forms of written information and without information provided by human sources. Students may receive help to clarify word meaning if a student does not understand a question, but prompts that would guide the student to the correct answers are inappropriate. Parents are responsible to monitor student work to assist teachers in verifying student submission integrity. When a determination of cheating on a quiz or test has been made, the student will receive a grade of 0 for the entire assignment.

Examples of Cheating Include:

- Copying text from a lesson on a quiz or test
- Copying text from an outside source
- Using answers from other students
- Viewing outside websites or LUOA lessons or assignments

Plagiarism/Self Plagiarism

Whether intentional or not, plagiarism is submitting work that is not the student’s own thoughts and opinions, but has originated from another source and is not properly documented. Self-plagiarism occurs when a student submits work from another course or another context as if it is original work for a current assignment.

Examples Include: (this is not a comprehensive list)

- Copying from the internet or books
- Having someone else write your paper
- Sharing answers
- Rearranging someone else’s words
- Downloading internet papers
- Copying another student’s work: part or all
- Utilizing work from a previous context and submitting it as new

rev. 08/2016

LUOA, in partnership with the parents of our students, is committed to ensuring that students are properly equipped to follow accepted guidelines of research, to properly cite sources used, and receive appropriate feedback and consequences when they fail to do so.

- In elementary grades 3 - 5, teachers stress that students know how to properly quote sources. Copying and pasting is accepted as long as students use quotation marks and they provide their sources.
- Teachers in grades 6 - 8 focus research instruction on summarization principles. In

addition to quotes, the students are asked to put information in their own words; sources are still expected with the summarization.

- High school students are required to utilize MLA formatting and citation style.
- At the beginning of each school year, every student in grades 8 – 12 is presented with a Plagiarism Orientation in module one of Language Arts. Included in this orientation is instruction for properly citing reference sources and practical measures to avoid plagiarism.

All projects that require research and source citation must have a works cited page in order for students to receive credit. These reports also require the use of in-text citation called “parenthetical documentation” (MLA citation style).

To ensure academic integrity, teachers use Turnitin — a national plagiarism detection database. Teachers electronically submit assignments, essays, and projects, to the database and receive a report detailing the level of plagiarism (if any) included in the material and the possible sources from which the material was copied. When plagiarism is identified in a student’s report, the plagiarized report will be returned to the student. Parents will be notified of the issue and instructed as to how to help their child succeed in written assignments. The student will be scheduled for a required plagiarism workshop. Consequences for plagiarized reports range from resubmitting the report for a maximum grade of 80% for a first offense and a grade of zero for the second offense, to eventually no course credit and/or administrative withdrawal for repeat offenses.

Once a student is withdrawn for violating the honor code, reinstatement is considered only upon written application to and approval by the administration of LUOA. Reinstated students are automatically placed on probation. The administration will consult with the student’s parents, guardian, or school coordinator as to the nature and length of the probation. At the administrator’s discretion, certain conditions may be imposed, such as requiring proctors for tests and exams.

rev. 06/2014

Respect

A student’s actions and speech quickly convey to others the factors which motivate him or her in relationships. A student must daily practice being courteous to those with whom he or she associates by striving to live in harmony with them. Courtesy includes showing respect to all administration, faculty, and staff. Words are powerful tools. Use words wisely.

Communication with teachers needs to be handled in a formal manner. A student is expected to use proper language, such as please and thank you in messages. In written communication, the student’s teachers and advisors cannot hear his or her tone or see facial expression when reading a message, so sometimes words maybe taken in a way never intended. In the event of a difference of opinion between the student and teacher great care must be taken to address concerns in a respectful manner.

Accepted forms of communication include the following:

- Canvas messaging system
- Liberty University e-mail

- Phone (LUOA offices)

rev. 02/2016

Discipline Policy

When an infringement of the Honor Code comes to the attention of the administration, the academic advisor will contact the student's parents or guardians. The parents shall inform the student of the charge and give the advisor an opportunity to counsel the student. If the student has violated the Honor Code, the administration will determine which of three sanctions is appropriate for the offense: warning and work to be done properly with a grade of 80% of assessed value, work not permitted to be redone and grade of zero assigned, course removal and no credit granted for any work completed. Multiple violations of the Honor Code could result in a request from administration that the student be placed on an academic contract.

rev. 04/2016

Conflict Resolution

In the event that a dispute arises between a student and teacher (e.g. grading, feedback, messaging, etc.) students should follow the biblical mandate from Matthew 18:15-17 and first contact the teacher in a respectful manner. If the student and teacher cannot successfully resolve the issue, the student should then contact their academic advisor who will then reach out to the appropriate Department Chair. The Department Chair will contact the teacher and student to find a resolution to the issue.

rev. 03/2016

Cyber-bullying Policy

Cyber-bullying is defined as - Defamatory behavior through the use of electronic technologies such as school discussion forums, email communications, social media, personal web sites, or cell phone communications, with the intention of causing harm to others to the extent that the educational atmosphere has become one of abuse.

Cyber-bullying consists of dangerous or abusive behavior that directly alters the condition of a student's education, thus requiring administrative action in order to ensure the safety of students, staff, faculty & administration.

Upon receiving a report of cyber-bullying, the LUOA will:

- I. Investigate the claims
 - II. Notify the parents of the students involved
 - III. Take disciplinary action as appropriate.
1. *Report* - Any student who believes he or she has been the victim of bullying has a responsibility to report the alleged bullying to one of his or her teachers or academic advisor. The alleged bullying should be reported as soon as possible. Furthermore, any student, parent, or teacher who has knowledge of conduct which may constitute cyber-bullying has a responsibility to report such conduct to a teacher, academic advisor, or administrator.

2. *Investigate* - In response to receiving notification of alleged cyber-bullying, the LUOA administration will conduct an investigation in order to determine if a violation of the cyber-bullying policy occurred. The investigation may involve reviewing documentation of the alleged bullying and interviewing the parties involved in the alleged cyber-bullying.
3. *Notify* - If it is determined that a violation of the cyber-bullying policy did occur, the parents of all students involved will be notified of the occurrence and resulting disciplinary action. School Administration will notify local law enforcement if it believes that criminal charges may be pursued.
4. *Disciplinary Action* – The LUOA school administration will take appropriate action in addressing the misconduct and ensuring it will not occur again. Disciplinary action may be carried out in the following measures –
 - a. Verbal warning to the student.
 - b. Requiring a written apology sent to the student(s) who were harassed, the school administration, & any other parties involved.
 - c. Permanent Expulsion from the academy.

Cancellation of Enrollment

The LUOA administration 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, or obvious academic dishonesty. Students who do not maintain attendance by doing coursework in each course for a period of thirty days or by remaining in blocked status due to financial hold for a period of sixty days will be administratively withdrawn from the course(s). In such cases, parents are responsible to complete prorated tuition payment based on the student’s time enrolled within the contract, not on the amount of schoolwork completed. Transcripts will be sent when all obligations to the LUOA have been satisfied.

Once a student is dismissed, reinstatement is considered only upon written application to and approval by the administration of LUOA. Reinstated students are automatically placed on probation. The administration will consult with the student’s parents as to the nature and length of the probation.

If a student’s enrollment is suspended or cancelled for any reason, schoolwork that is completed after that date is considered as “home-school status” and will not be included in the student’s transcript from the LUOA. Upon reinstatement, if the parent seeks to have the “home-school coursework” receive credit, a coursework portfolio of completed assignments and tests must be reviewed and accepted as conclusive documentation by LUOA academic advisors.

Applicants seeking reinstatement beyond the course completion deadline are considered as a new student status. Depending on the length of time that has passed since enrollment in the LUOA, the administration reserves the right to ask the student to take a new entrance placement tests.

rev. 04/2016