

# The Rolling Acres School



**Student Welcome Kit**



# CONTENTS

<b>Welcome</b>	<b>1</b>
<b>Course Access, Step-by-Step</b>	<b>2</b>
<b>Recommendations &amp; Reminders</b>	<b>4</b>
<b>Academic Policies</b>	<b>5</b>
<b>Commitments &amp; Obligations</b>	<b>7</b>
<b>Instructor's Pledge</b>	<b>8</b>

*Welcome!*

Dear Students & Parents,

We are very pleased that you have decided to work with us, and we are committed to providing you excellent and affordable educational materials as well as friendly and professional service.

This kit is designed to guide you through the process of accessing the online educational materials now available to you through the *Rolling Acres School*, as well as informing you of the steps you should take to be ready for the first day of class.

Please do not hesitate to contact us with any questions or difficulties that you may encounter.

In Christ,

Kenneth and Alecia Rolling  
Founders, Instructors, and Schola Rosa Director

T. Matthew and Abigail Meyer  
Instructor and Schola Rosa Director

## COURSE ACCESS, STEP-BY-STEP

### 1. Your Username and Password

In the email to which this kit was attached there should be a unique username and password for your use. Make note of these; you will need them in order to log-in to the R.A.S. Schoolroom. Once you log-in for the first time, you will be prompted to change your password. If you ever lose the password you choose, just let us know.

### 2. Logging In

To log in to your courses, please proceed to our “School Room” website, found here:

<http://www.rollingacresschool.com/courses/>

Type in your username and password and, after changing your password, you will be presented with a list of the classes in which you are enrolled.

### 3. Video Tutorial: Navigating the Schoolroom

Go ahead and click on one of the titles. You should now be inside the course page for one of your classes. In order to make use of the features of the Schoolroom, understand the labels, and just get oriented you should first take a look at the *Video Tutorial: Navigating the Schoolroom*. This is just what it claims to be; watch it now.

### 4. Getting Started

Next, you should do this:

1. In the “Welcome” section at the top of the page, double check the list of required books for the class; if you haven’t yet done so, purchase, borrow, or download those books right away – you will need them from day one. Note any links to free down loads or our online library that may be provided.
2. Click on the “Course Information” section, which is the first unit below the “Welcome.” Read through this section carefully, noting the policy, schedule, and resources there.

Once you have completed these two tasks, you are ready to take a look at your first week of materials.

## 5. *The Class Page & AGENDA*

All of the courses at R.A.S. are formatted in the same way for your convenience. Each semester long class is 15 weeks in length and the materials are organized into weekly units. Each unit is titled “Week 1”, “Week 2”, etc.

1. **Click on “Week 1.”** Within each week there are a number of items listed. The place to start is always with the AGENDA. This is your guide and checklist for all of the activities of one week.
2. **Go ahead and click on the AGENDA for Week 1.** A “pop-up” should appear that contains a PDF you can print or save. You may need to turn off the pop-up blocker on your browser in order to allow the pop-up to appear.
3. **Take a look at the AGENDA.** It is organized as a chronological checklist, telling you both what to do and when to do it. All the other materials that appear in the week long unit are listed there, with the exception of the “Extras” that are given at the end. Those really are extras, included as optional work or just for fun.
4. **Notice the “Days.”** “Day 1” is the first day that you work on new material for a class, whether it be a Monday or any other day of the week. To know which day of the week is “Day 1” look at when the AGENDA tells you to attend the live class or meet with a parent or tutor, then count back from that day to the first day of the AGENDA.
5. **Get started.** In order to be ready for the first day of class (for LIVE classes) take a look at the assignments that precede the LIVE class meeting on your AGENDA—now you can get to work! If you are taking this class independently or with a Co-op, discuss with a parent or tutor what your weekly schedule will be.

Be sure to visit the class page for each class in which you are enrolled to get started in each of them.

## 6. *That’s It!*

The School Room contains a number of features that you won’t be using for your courses. Basically, other than the “Grade Book,” if it doesn’t appear in the AGENDA, don’t worry about it. If you have any questions, send the instructor a note at the email address given at the top of the class page.

## RECOMMENDATIONS & REMINDERS

### *Headsets*

For *Traditio Nostra*, *Schola Philosophiae*, and *Trivium Studies* LIVE courses a headset with two ear phones and a microphone is **required**. For optimal participation in all LIVE classes and office hours, a headset is recommended. Using the microphone built into a computer or webcam and the speakers on your computer is possible, but it creates both technical and practical problems—feedback loops and screaming baby brothers respectively! If these sorts of problems emerge, your student may not have the opportunity to fully participate in discussions. Here is a link to our online store where several models of headset are for sale; we have had good luck with this brand, but there are assuredly others that would work just as well.



<http://www.rollingacresschool.com/rolling-acres-bookstore.html>

### *Entering the Conference Room for LIVE Class & Office Hour*

When it is time for a LIVE online class or office hour, students should open the class page in the “School Room” as described above. At the top of the page there appear links for both the LIVE class and the Office Hour. 5 minutes before the scheduled meeting-time students may follow the link into the conference. Students should be sure to have all of their class materials on hand when they sit down for class.

### *Terms of Use*

If you aren’t familiar with the user agreement that your parents signed in order to gain access to your classes, please find out about it so that you know what you can and cannot do with the content of your course pages.

### *Contacting Us*

If you have any questions at any time, the best means of contacting us is our email account. We do check it daily and seek to respond in a timely manner. We ask that students keep a formal style in their correspondence. In addition, a student must include his name and the class title about which he is writing in any email he sends—we receive a high volume of email and must know to whom and about which class we are writing without guesswork. Class related correspondence should be sent to the instructor’s email address; listed at the top of the class page.

## ACADEMIC POLICIES

### *Academic Honesty*

Cheating and intentional plagiarism are dishonest and thieving. Since the moral excellence of the students is of greater importance than even academic excellence, all instances of these offenses will be treated very seriously. If the suspicions of the instructor are raised, he will contact the parents to explain the situation. He will make suggestions as to his preferences regarding action to be taken, but will follow the parents' lead in disciplining the student. With a sufficiently mature student, in full knowledge of the nature of his actions, the instructor's recommendation will be the most severe---an F for the course.

### *Grading*

Instructors grade and provide feedback for assignments, quizzes, exams, and projects in different ways for each course. Please see each course for specifics. Grades can be checked in the class page gradebook.

### *Missed Classes and Assignments*

Please notify an instructor about a missed class and/or assignment as soon as possible to arrange make-up work. If the student knows that he will be missing an upcoming class, please notify the instructor. Please make use of the office hours to seek instruction concerning any missed materials. Late assignments will be penalized. Assignments over two weeks late will not be graded.

### *Email Correspondence*

We believe both that it is important for students to learn the art of letter writing and that the practice of formality is very appropriate and educative; hence, we request that all student email correspondence include appropriate greetings, proper and polite phrasing, and cordial closings. Letter writing is an especially important skill to learn as students prepare to go to university or to enter the work force.

### *Class Cancellations*

In the event that weather, illness, or other circumstances prevents an instructor from attending a LIVE class meeting, either a substitute will host the class or, in the event that this is not possible, the instructor will attempt to reschedule the class at a time convenient for as many students as possible. Students are encouraged to attend the office hours for instruction and all course work

will still be due, unless notice is given otherwise. Cancelled office hours will not be rescheduled.

### *Internet Safety*

R.A.S. provides course work and in-class learning oversight, however, direct supervision of student computer use during class and study is a task for which we are unable to offer assistance. We cannot see what the students have open on their computer desk tops during class, and we are simply not present at other times. We encourage parents to make use of internet screening tools & parental controls; to place computers in the shared study spaces in the home; and to exercise prudence regarding the use of social media, knowing that interaction on such media is not a required or encouraged aspect of any of our classes. Finally, we ask that parents become familiar with the necessary computer time required for our classes. In most instances, students should do most of the work offline, after having downloaded the class materials from the course suites.

### *A Studious Environment*

R.A.S. requests that parents take concrete steps to create and foster a quiet and orderly academic environment for students, especially as they move into the more challenging intermediate level classes. Since schooling takes place entirely online in the home, we are entirely dependent upon parents to provide this environment for the students. One key step is to be sure that the students have the proper headphones for class (covering both ears and including a microphone). It is important to realize that any noisy disruption in one home can be a disruption to the entire class, since student microphone feeds are frequently open during class. More broadly, the students simply need quiet and stillness in order to focus their minds during study and, in particular, during test-taking.

## COMMITMENTS & OBLIGATIONS

With the aforementioned policies in mind, here are the specific commitments and obligations that we ask parents and students to make.

### *Parental Commitments*

In order for RAS and its instructors to enable students to achieve the best academic, moral, and spiritual growth possible, we ask that parents read and commit to the following:

- Check in – Parents will discuss the content of the course with the student on a weekly basis and attempt to determine how well he is grasping the ideas and how easily he is completing the work. Parents may then instruct the student to attend office hours for additional or communicate with the instructor directly to insure that the student receives the help he needs.
- Grades & Homework – Parents will check the student work to insure that it is complete and up to the standards of the home before the students upload it for grading at RAS. Parents will regularly check the grade book to monitor student progress.
- Academic Environment – To the extent possible, parents will create quiet time and an orderly space in which students can work. Parents will monitor internet usage to insure the moral safety of the student. Parents will insure that students are punctual and prepared for all meetings.

### *Student Obligations*

Students are required and expected to abide by the following:

- Doing the Work – Students will do the work to the best of their abilities; they will turn in assignments on time; they will be punctual and prepared for all meetings.
- Communicating with Instructor – Students will communicate absences or special needs to their instructors; they will inform the instructor when they do not understand concepts or cannot complete the work well, in order that the instructor be able to react to their needs.
- Academic Honesty – Students will do their own work. They will not copy the work of other students. They will not illicitly share their work with other students. They will not use the work of any source without giving due attribution.
- Good Manners & Attitude – Students are expected to behave in an appropriate and cordial manner toward their instructors and classmates. They should commit themselves to seeking truth and pursuing the common good in their academic community.

## INSTRUCTOR'S PLEDGE

The instructors recognize that they, too, have obligations. Here is the pledge that our instructors make to you.

We the instructors of the Rolling Acres School pledge:

- to seek the liberation of our students from sin, ignorance, and misunderstanding into the freedom of wisdom, truth, and Christ.
- to act as faithful sons and daughters of Christ as He makes Himself and his teaching known through the One, Holy, Catholic, and Apostolic Church
- to do everything that we can in justice to provide you with an excellent service and value for your money.
- to keep in mind that the example we provide is the most powerful teaching tool at our disposal.



**THE ROLLING ACRES SCHOOL**

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