



# HIGHLAND HAWK HAPPENINGS

COMMUNICATE, COLLABORATE, CONNECT



UCA IS FULLY ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS, PHILADELPHIA, PA, USA

## UCA Synchronous Online Learning Policy

Students in grades KG1-12 will follow a synchronous online learning model beginning September 28th. Please pay careful attention to the following details regarding the UCA synchronous learning policy:

- **Schedule**
  - Students will follow their Day 1 through 5 schedule as if they were in a normal face-to-face environment at school.
  - Students should be logged in to their first period class (Teams) daily by 7:55 a.m. (NOTE: Students in KG1 will follow a schedule based upon the group they have chosen for morning or afternoon.)
- **Attendance**
  - Attendance will be taken daily as if students are on campus. Per the UCA Family handbook students grades will be penalized for excessive absences.
- **Accountability**
  - Unless directed by the teacher, students should always have their cameras turned on.
- All assignments will continue to be communicated through the Agenda function of our Eduflag app, Eduflag Portal and Microsoft 365. All assignments will be reflected in your child's overall average so completion of each assignment is critical.
- Assignments should be submitted by the established deadline mentioned in the assignment description. Teachers must be notified by email should issues arise with students submitting assignments on time. Failure to notify the teacher before the established deadline will result in late penalties.
- The following are the penalties for late online assignments:
  - The first day an assignment is late a 5% penalty will be assessed.
  - The second day an assignment is late an additional 15% penalty will be assessed. (20% in total will be deducted.)
  - The third day an assignment is late an additional 20% penalty will be assessed. (40% in total will be deducted.)
  - Non-submissions, and submissions received later than 4 days, will receive a 0.
- The maximum grade that a student will receive for an assignment submitted three days after the deadline is 60%.
- Students will be held to the same expectations and standards for academic integrity while completing assessments and assignments as they are in school.
- Character education begins in the home. The most important lesson parents can teach their children is to operate with integrity. Unless specified by the teachers, students are to complete assessments and assignments independently, and any help from parent, siblings or other adults will be considered cheating. Helping students complete their assessments sets a terrible example for the child which in the long run only leads to more irresponsibility on the part of the student. Students who are proven to have cheated on assessments will be given a zero.
- Parents must monitor their children's activity on social media to ensure answers are not being shared.
- Please pay close attention to the instructions provided for assessments and assignments and immediately contact your child's teacher if you are having any issues.
- Assessments and assignments should be submitted by the established deadline mentioned in the description. Teachers must be notified by email should issues arise with students submitting assessments or assignments on time. Failure to notify the teacher will result in late penalties or a zero.
- **Teacher "Office Hours"**
  - During online learning, teachers will be available to connect with students virtually Monday through Friday via Teams from 1:00- 3:00 .

As always, please feel free to contact the UCA administration with questions or concerns. In addition to calling the Administration Office, you may also email the school at [uca@universalcollege.edu.lb](mailto:uca@universalcollege.edu.lb).

