POLICY HANDBOOK

WELCOME

Welcome to UC Academy Online Pathway. Our mission is *Educating, inspiring, and empowering tomorrow's leaders to have an impact on the global community for the Glory of God.* We are committed to revolutionizing the use of technology to meet student needs, deliver a rigorous curriculum, reinvent the role of the educator, and make quality Christian education available to more families.

PROGRAM INFORMATION

1. PROGRAM OVERVIEW

UC Academy Online Pathway, the premier virtual school solution for grades K–12, offers a comprehensive online learning environment for today's students. Partnering with Parents, schools, and districts, UC Academy Online Pathway provides a rigorous, proven curriculum and certified online teachers for students who need flexible learning options.

UC Academy Online Pathway's highly qualified teachers and are credentialed in the subject area in which they teach. When students enroll in a UC Academy Online Pathway class, they are assigned a teacher of record. This teacher is responsible for answering students' questions, helping students understand the class material, offering instructional videos and live classes, and supporting students so that they stay on track to achieve their academic goals.

2. SCHOOL ACCREDITATION

UC Academy Online Pathway's partner, Pathway Academy, is a member school of Cognia, which coordinates AdvancED and the Southern Accreditation Commission of Schools (SACS) accreditation. These accreditation models meet rigorous and comprehensive standards for student learning, with a focus on continuous improvement leading to greater student achievement. United Christian Academy is also accredited with ACSI and WASC.

3. SCHOOL CALENDAR

UC Academy Online Pathway operates year-round, allowing students to register anytime. UC Academy Online Pathway observes all federal holidays. School administration and teachers are not available on the holidays noted below.

4. SCHOOL HOLIDAYS

- New Year's Day

- Martin Luther King Jr. Day

- President's Day

- Memorial Day

- Independence Day

- Labor Day

- Thanksgiving

- Day after Thanksgiving

- Christmas Day through New Year's Day

5. SCHOOL HOURS

UC Academy Online Pathway administration is available Monday through Friday, 8:00 am to 4:00 pm Pacific Standard Time. Online teachers are available at various times throughout the day and evening.

6. ENROLLMENT

UC Academy Online Pathway follows a rolling admissions process, and semester classes are available year-round. Some benefits to the courses, such as live instruction are paced and may not be available to individual students enrolling in the middle of a semester. Class sessions are Fall, Spring, and Summer.

7. WITHDRAWAL AND REFUND

We understand that, as parents/guardians, we may withdraw our student from UC Academy Online Pathway at any time without due cause; however, we understand that a 60-day written notice is required stating the last date of attendance and reason for withdrawal. Financial obligations to UC Academy Online Pathway will remain in effect until 60 days after written notice is received and shall be considered liquidated damages. We understand that a refund of tuition will be calculated 60 days after the date the 60-day written withdrawal notice is

received. (Example: Withdrawal notice received September 8 – refund will be calculated from November 8).

8. ADD/DROP A COURSE

A student has 4 calendar weeks (semester course). Within this time frame, the course(s) will be removed from his or her transcript. After this date and through the student's enrollment end date, the course(s) will not be removed and a 'W' will be listed on their transcript. The course must be dropped before the end date to receive a "W." If an enrollment end date has passed, a student may not drop a course and an Incomplete (I) grade will be entered on the student's transcript. The student will have one calendar year from the course end date, including extensions, to re-enroll in and complete the course successfully, or the "I" grade will be replaced with a "WF" grade.

9. COURSE EXTENSION POLICY

If a student is unable to complete a course by their designated enrollment end date, an extension on the enrollment period may be purchased if the student has completed a sufficient number of lessons to qualify.

Extensions are granted based on the discretion of the Instructional Team and must be purchased within one month of the enrollment end date. When a request for an extension is submitted, the Instructional Team will examine the student's progress in all courses to determine if a one or two-month extension is required. Additionally, if work is submitted in bulk towards the end of enrollment, an extension may be required in order to accommodate grading time.

CURRICULUM OVERVIEW

UC Academy Online Pathway's courseware incorporates an engaging, age-appropriate learning experience that emphasizes real-world applications. It has been Biblically-integrated to support the development of a Biblical worldview. The curriculum was developed to give teachers a variety of ways to engage different learning modalities and to allow students to experience a range of standards and objectives that ensure academic success.

UC Academy Online Pathway's courseware integrates online curriculum, live instruction, electronic learning activities, and supporting interactive activities. An array of assessment tools allow teachers to correctly place students at the appropriate learning level, to evaluate

their strengths and needs, to create individualized learning goals, and to determine proficiency. Reports assist students in understanding where they need to focus on being academically successful as measured against objectives. Guidelines and tools are provided to track student progress and to determine a final class grade.

1. UC ACADEMY ONLINE PATHWAY CLASSES

UC Academy Online Pathway has a variety of courses available in all subject areas, ranging from Advance Placement to Credit Recovery.

2. CLASS FEATURES

Tutorials

Tutorials provide direct instruction and practice interactions. Instruction is made engaging through the use of videos, animations, interactive timelines, and hotspot graphics. Practice interactions—including drag-and-drops, ordered problem solvers, multiple-choice questions, and fill-in-the blank questions—all help students check their progress on mastering new concepts. Some tutorials also include Web links to informational sites, games, and videos, which are designed to broaden students' access to information on the topic.

Lesson Activities

These written assignments allow students to develop new learning in a constructivist way or apply learning from the tutorial in a significant way. In either case, lesson activities are designed to be an authentic learning and assessment tool: doing something real to develop new understanding, while at the same time providing a subjective measure of that understanding. Lesson activities are embedded in the tutorials and supply a document for offline use by students to write a response or record results.

Online Discussions

Online discussion with teachers and other students is a key twenty-first-century skills-based activity that allows for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion.

Teachers can initiate a discussion by asking a complex, open-ended question. Students can respond to the question as well as to the responses of other students. Each unit in a class has one predefined discussion topic along with a rubric for grading responses. Teachers can include additional discussion topics.

Unit Activities

The culminating activity at the end of each unit aims to deepen understanding of some key unit objectives and tie them together, or tie them to other class concepts. This activity also includes authentic performance and supports twenty-first-century skills development. The student version includes a simple rubric, if appropriate, while teacher versions can contain more complex rubrics, answer keys, and modeled sample answers. Unit activities supply a document for offline use by students to write a response or record results.

Live Instruction

Live instructional times are posted weekly for students to logon and enjoy. These are recorded and posted for students who could not arrange to be part of the instructional session. Although not required, this is a great opportunity for students to learn and interact with their teacher and their peers, and to take learning to the next level.

On Demand Recorded Instructional Video

Instructors will record and post videos relevant to student's learning on a weekly basis. These are additional tools created for the student to enhance learning and make sure they are getting the scaffolding and support necessary to learn.

Biblical Integration

Courses are Biblically-integrated to help develop a Biblical worldview. It is UC Academy Online Pathway's conviction that the learning environment should not have sacred and secular components, but rather, students should utilize the word of God as the understand and consider how to assimilate information into their personal worldview. Biblical integration makes this possible.

3. ASSESSMENT AND TESTING

Best practices in assessment and testing call for a variety of activities to evaluate student learning. Multiple data points more accurately present an evaluation of student strengths and needs. Some learning activities also serve as assessment activities to provide authentic learning and assessment opportunities. These activities are designed to encourage higher-order cognitive thinking, and most focus on real-world applications and/or twenty-first-century skills. Note that assessment items are available for each lesson.

- A mastery test at the end of each module or lesson provides the teacher and the student with clear indicators of areas of strength and weakness. These multiple-choice tests are taken online.

- A unit posttest helps a teacher track how well students have mastered a unit's content.

- An end-of-semester test assesses the major objectives covered in a class. By combining the unit posttest information with the end-of-semester test results, teachers will get a picture of student progress. See the Student Proctoring section below for proctoring requirements for end-of-semester tests.

4. CLASS LENGTH

Fall/Spring classes are designed to be one semester in length, which is equal to 18 weeks. Students are able to complete classes anytime within the 18 weeks.

Student Pacing

For Fall/Winter/Spring classes, students are expected to spend 50 minutes per day on each class, 5 days a week.

UC Academy Online Pathway Coordinator will monitor student participation and success to help ensure that students meet the requirements of their online classes.

Responsibilities of Pathway Christian Prep Academy Online Teachers

Pathway Christian Prep Academy teachers communicate regularly with students using online communication tools. Teachers also use a secure Web-based system to manage student grades, assignments, and assessments. Students can contact teachers through email or by phone when they have questions or need extra tutoring. Communication will occur utilizing the tools and functions of UC Academy Online Pathway 's LMS and/or SIS.

5. COMMUNICATION EXPECTATIONS

Teachers are required to answer questions, grade assignments, and provide feedback to students within a timely manner. Almost all questions will be answered within a few hours, but 24-48 hours is the maximum response time. Additionally, teachers are required to check email from students once over the weekend. Teachers will also make phone calls or send text messages to students to help facilitate successful completion of the course.

6. STUDENTS WITH LEARNING DISABILITIES OR PHYSICAL DISABILITIES

It is the responsibility of the school district or agency to provide UC Academy Online Pathway with a valid copy of a student's IEP in order for the student to be granted the required accommodations. UC Academy Online Pathway will work with all students to perform necessary accommodations to support students with an IEP. All related documentation for review should be e-mailed to dplant@UCAcademy.org.

7. ENGLISH AS A SECOND LANGUAGE (ESL) STUDENTS

Please note that all UC Academy Online Pathway courses are written in English. Students who do not have at least a working knowledge of English will have difficulty in these classes. For ESL support, UC Academy Online Pathway has testing and support software to improve language and enable students to complete standardized courses.

STUDENT POLICIES

1. COURSE LENGTH

Students are given a maximum of 18 weeks to complete a 5 credit course during fall and spring semesters. Courses can be completed prior to the 18 weeks.

Students must be in a 5 credit course for a minimum of 2 weeks to be eligible for credit.

2. COURSE CONTENT

All semester-based courses are 5 credits. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, activities, live instruction and discussion posts for completion for course credit. Each course has a required final exam, which must be proctored by the site coordinator or our virtual proctoring service.

3. ATTENDANCE

Students are required to work consistently and to follow the pacing provided in the UC Academy Online Pathway Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with UC Academy Online Pathway online

teachers and UC Academy Online PathwaySite Coordinator as needed. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a weekly/monthly phone call, attendance at a Live Lesson or Webinar, or an Instant Message.

4. ACADEMIC HONESTY

Students are required to work and adhere to UC Academy Online Pathway academic honesty guidelines which require students always create their own work, unless specifically told not to within the assignment. Any form of academic dishonesty will not be tolerated, including plagiarism. If it is found that a student has copied work, plagiarized or committed another form of academic dishonesty, disciplinary action will occur.

5. BIBLICAL, CHRISTIAN PERSPECTIVE

UC Academy Online Pathway is a Christian institution that teaches and mentors students from a Biblical perspective. Although UC Academy Online Pathway does not require students to profess Christianity, nor do we require students to agree with all Biblical perspectives, however instruction, discipline, moral values, perspectives on humanity, gender, sex, relationships and many other concepts are taught based on Biblical teaching. It is understood and accepted by families that certain Biblical truths will be taught as such and that certain moral standards that may be commonplace within non-Christian schooling environments will not be taught or displayed at UC Academy Online Pathway.

As an example, it should be understood that the Bible teaches that people are created as male and female (Gen 1:27-28). Additionally, it teaches that Biblical marriage occurs between a man and a woman. Pathway also believes in loving all people, regardless of their viewpoint and graciously accepts the right of others' to disagree, while strongly adhering to its conviction of Biblical truth (Gen 2:18-27). These two issues are specifically identified in our policy due to today's current political environment and desire by UCA for constituents to have clarity on how UCOA will educate students on these issues. By enrolling in United Christian Online Academy and signing the policies and guidelines, families are acknowledging this viewpoint and agreeing to enroll their student in UCOA's educational environment.

EARNING CREDIT AND GRADING POLICY

In order to receive credit in a course, studentSits must earn at least a 60% overall passing grade for the course. The Final grade will be comprised of all Mastery Tests, Discussions, Unit Tests,

Unit Activities, and the End of Semester Test. The End of Semester Test will be weighted at 20% of the Final Grade. The remaining 80% will divided among the other course activities. Students may resubmit course work to improve their mastery up to the end of their enrollment time in the course.

1. GRADING SCALE

Grading Scale

Kindergarten

4	=	90% – 100% (met grade level)
3	=	80% – 89% (approaching grade level)
2	=	70% – 79% (beginning grade level)
1	=	60% – 69% (below grade level)

Grades 1 and 2:

O	=	90% – 100% (outstanding)
S+	=	80% – 89% (above average)
S	=	70% – 79% (average)
S-	=	60% – 69% (below average – needs improvement)
NI	=	59 % and below (below grade level – needs improvement)

Grades 3-12:

A+	=	100%
A	=	92% – 99%
A-	=	90% – 91%
B+	=	88% – 89%
B	=	82% – 87%
B-	=	80% – 81%
C+	=	78% – 79%
C	=	72% – 77%
C-	=	70% – 71%
D+	=	68% – 69%
D	=	62% – 67%
D-	=	60% – 61%
F	=	59% or below

2. TRANSFER STUDENTS

Students transferring into UC Academy Online Pathway must earn a minimum prescribed amount of credits to be eligible for a UC Academy diploma. Students must earn a minimum of 6 credits toward graduation from UC Academy Online Pathway and have adequate transfer credits to fulfill all graduation requirements to be eligible for a United Christian Academy Diploma.

Students transferring into UC Academy Online Pathway as a Full Time student must request a minimum course load of 5 courses per semester.

Any exceptions to this policy must be approved by UC Academy Online Pathway's Instructional Team.

3. TRANSFER CREDITS

Students may transfer in credits from other accredited schools by submitting transcripts for review by UC Academy Online Pathway staff. Academy administration will determine whether the credits qualify for transfer. Courses that have different titles than those listed above in the Graduation Requirements section must be submitted to Academy administration with accompanying course descriptions for review. Academy administration will determine whether those courses will meet graduation requirements.

4. GRADUATION REQUIREMENTS

In order to receive a diploma, students must earn the following credits

- English/Language Arts (20 credits)
  English I or ESL Course (5credits)
  English II (5 credits)
  English III (5 credits)
  English IV (5 credits)

- Mathematics (15 credits)
  Algebra I & II (10 credit)
  Geometry (5 credits)
  -lower maths can be substituted with higher course completions and mastery scores within the subject

- Science (15 credits)
  Biology (5 credits)
  Chemistry (5 credits)
  Additional Science (5 credits)

- Social Studies (15 credits)
  World History (5 credits)
  American History (5 credits)
  American Government (2.5 credits)
  Economics (2.5 credits)

- Art/CTE (10 credits)

- PE (10 Credits)

- Foreign Language (10 Credits)

- College Electives (20 credits)

- Biblical Studies (20 credits)

  - students enroll and pass in a Bible course, each semester they are enrolled in UCA

- Global Citizenship/Community Service (5 credits)

- Total: 205 credits

5. TRANSCRIPTS

Students and parents may access a student's unofficial transcript in the UC Academy Online Pathway Student Information System (SIS). Official transcripts, with the UC Academy seal, are available upon request. To request an Official Transcript, a student or parent should complete a transcript request form from the United Christian Online Academy. Students must be in good financial standing to receive an official transcript.

RIGHT TO PRIVACY POLICY

UC Academy Online Pathway respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student's education records. UC Academy Online Pathway must have written permission from the student/legal guardian in order to release information from that student's education record.

UNITED CHRISTIAN ONLINE ACADEMY STUDENT CODE OF CONDUCT

UC Academy Online Pathway adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct below in order to proceed with the enrollment process.

1. ACADEMIC DISHONESTY

Academic Dishonesty, in any form, is not tolerated. Academic dishonesty includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work.

If academic dishonesty is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved

- Second offense: zero on the assignment and a referral to the administration for possible withdrawal.

2. DEFIANCE OF AUTHORITY/INSUBORDINATION

Disobedience or noncompliance toward any staff member of the UC Academy Online Pathway is considered insubordination. That includes refusal to maintain communication with Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e- mail, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to Site Coordinator or Academy Administration.

- Second offense: Withdrawal from program.

3. COMPUTER MISUSE

Any student who attempts to access the secure information of UC Academy Online Pathway or Edmentum or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to

areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse.

If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to Academy courseware, or administrative referral and possible withdrawal.

- Second offense: Referral to the administration for possible withdrawal

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the UC Academy Online Pathway reserves the right to modify the consequences or action taken against a student violating this Policy in the UC Academy Online Pathway sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

4. ANTI-BULLYING POLICY

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at UC Academy Online Pathway. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

UC Academy Online Pathway uses this definition of cyber bullying: Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking.

5. INTERNET ACCEPTABLE USE POLICY

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

6. INTERNET–TERMS AND CONDITIONS OF USE

- Users will not be abusive in UC Academy Online Pathway messages to others. They will not use offensive, obscene, or harassing language when using any UC Academy Online Pathway its affiliates' systems or software.

- Users will not reveal personal addresses or phone numbers of other users.

- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.

- Users shall promptly report any inappropriate material they receive.

- Users will not attempt to log in to the network using any other user's name and password.

- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of UC Academy Online Pathway administration.

- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.

- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, UC Academy Online Pathway. This includes, but is not limited to, the uploading or creation of computer viruses.

- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

7. ACADEMIC INTEGRITY CONTRACT

All students must read and sign the Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking a UC Academy Online Pathway course. UC Academy Online Pathway leverages this Policy to maintain the academic integrity of the UC Academy Online Pathway, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the UC Academy Online Pathway.

WHO TO CONTACT

UC Academy Online Pathway

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   Onsite Coordinator for UC Academy Online Pathway

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Rancho Cucamonga, Caif. 91730

Phone: 909 2964959

STUDENT CODE OF CONDUCT

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1. ACADEMIC MISCONDUCT:

Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work, or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: Zero on assignment, written warning, and a note added to the records of the students involved

- Second offense: Zero on assignment and referral to the administration for possible withdrawal

2. DEFIANCE OF AUTHORITY/INSUBORDINATION:

Disobedience or noncompliance toward any staff member of the UC Academy Online Pathway is considered insubordination. This includes refusal to maintain communication with any staff member. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:

- First offense: Referral to a guidance counselor

- Second offense: Referral to the administration for possible withdrawal

3. COMPUTER MISUSE:

Any student who attempts to access the secure information of UC Academy Online Pathway or curriculum providers or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act

similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

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- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

6. ACADEMIC INTEGRITY CONTRACT

1. I will do my own work.

2. I will not copy another person's work, in whole or in part, and turn it in as my own.

3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.

4. I will not plagiarize.

5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.

6. I will not communicate exam information or answers during or following an exam.

7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.

8. I will not turn in an original paper or project more than once for different classes or assignments.

9. I will not, in lab situations, falsify or fabricate data or observations, including computer output.

I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy when I register in UC Academy Online Pathway. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by UC Academy Online Pathway, in addition to the other consequences identified herein.

_____

Student Name *(grades 3+)*

_____

Student Signature *(grades 3+)*

_____

Date *(grades 3+)*

_____

Parent/Guardian Name

_____

Parent/Guardian Signature

_____

Date