UNIVERSITY SCHOOL
EAST TENNESSEE STATE UNIVERSITY

2020-2021 REMOTE LEARNING EXPECTATIONS
REVISED 9-18-20

The faculty, administration, and staff of University School (US) are committed to providing a learning environment that nurtures the academic, social, and emotional growth of every student. We also recognize the importance of our role as a laboratory school. We have a special responsibility to model exemplary instructional practices to education students at East Tennessee State University and public practitioners in the region and nation. As we work to adjust to the challenges that we are facing during a pandemic, it is important for our families to know that we are committed to providing the safest and best education possible for our students.

Due to Covid-19, University School has shared three operational plans with our families for the 2020-2021 school year, which consists of: In-person (all students attend school fully in-person), Staggered (students are assigned to come to the building one or two days per week), and Fully Remote (all students attend remotely). Should US instruction be remote for the entire school, the expectations outlined in this handbook will apply to all students. Should US instruction be on a normal schedule or staggered schedule, families can choose to keep their children on a remote plan and must complete the Remote Choice Contract on p. 20 of this handbook. With either option (In-Person, Staggered, or Remote), all students are expected to maintain satisfactory attendance and academic progress. This handbook is provided to outline the procedures and expectations for the US remote learning program. For the purposes of this document, remote learning is defined as a form of synchronous and/or asynchronous distance or virtual learning that is done using the internet and electronic instruction.

Choosing the Remote Choice option when University School is fully operating in-person or on a staggered schedule will require families to commit to a nine-week option. If families choose to return to the traditional classroom option, they may do so after the selected time period has elapsed and they have shared their intentions with the school administration. Any special requests for a change in the learning environment will be reviewed on a case-by-case basis.

Enrollment

Application

All families electing to participate in the Remote Choice option must complete the remote choice contract which is located in Appendix B. This form will need to be submitted for each child you are registering. All contract submissions may be submitted to this secure Dropbox link. Once the application has been reviewed, an email from the school will be sent to the applicant containing information regarding the orientation course via video conference.

Homeschooling and *remote learning* are not the same. To be clear, homeschooling is a program offered by the state of Tennessee at any time, and homeschool students must disenroll from University School. The US Remote Choice Option (remote learning) is a continuation of the University School curriculum of study for enrolled US students.

Expectations

Students

- Must attend all scheduled live synchronous sessions – attendance will be taken by the teacher during the lesson for both in-person and remote learners.
- Must contact the teacher or office if there are connectivity issues.
- Must complete all required coursework, quizzes and tests per week as assigned by each teacher.
- Must communicate with each teacher regularly via email/Canvas if that are any connectivity issues or if there is a need for assistance. Students should use their school email when communicating with faculty and staff and should check their school email daily.
- Understand that the student schedule will be changed to ensure the best virtual environment.
- Students participating in extracurricular activities or athletics that would require face-to-face interaction with other students and/or faculty and staff must adhere to all safety protocols required for participation.
- Must follow all the expectations and responsibilities listed on the Responsible Use Policy form referenced on pp. 10-12.

Parents/Guardians

- Understand that your child can re-enter the onsite classroom but an agreed upon return between school administration and parent/guardian must be take place prior to their return.
- Support academic integrity by appropriately assisting the child with assignments or projects.
- Set up a dedicated learning space in the home.
- Maintain open lines of communication by phone and email with teachers.
- Understand that students participating in extracurricular activities or athletics that would require face-to-face interaction with other students and/or faculty and staff must adhere to all safety protocols.
- Understand that attendance is expected during all synchronous sessions.
- Understand that teachers will be taking daily attendance during class for all students in attendance both synchronously and in-person.
- Must follow all the expectations and responsibilities listed on the Responsible Use Policy form referenced on pp. 10-12.

Academics and Academic Honesty

Academics

Grade K instruction and assignments will be provided by the teacher for students using the online learning platform; the teacher will notify you which platform will be utilized and will provide an orientation via video conference for you and your child. In order to fully cover the required curriculum, students should expect to spend up to 20 hours per week engaged in online learning as required by the Tennessee State Board of Education. Live instruction and daily checks on progress will be combined with independently-paced work supplemented by US learning materials. All learning activities and materials will be aligned to the Tennessee State Standards for all subjects.

Grades 1-12 will use Canvas as the primary learning management system for remote instruction. In order to fully cover the required curriculum, students should expect to spend 32.5 hours per week engaged in online learning for their full class load as required by the Tennessee State Board of Education. This may include a combination of synchronous and asynchronous learning. All instruction will be aligned to the Tennessee State Standards. Each teacher will be available to students via email, virtual platform, or during onsite appointment times.

Academic Honesty Policy

University School insists on strict standards of academic honesty in all courses. Academic honesty applies to all students in all classes (traditional and remote learning). Violations of this policy will not be tolerated and may be grounds for dismissal from the remote learning program.

Attendance Requirements and Verification

Per the Tennessee State Board of Education and Continuous Learning Plan Policy, University School will track and report daily attendance. Every student must participate in remote learning every instructional day. Attendance will be taken during live synchronous sessions. If a student is having connectivity issues or an unforeseen issue has caused them to be unable to attend, they must reach out the teacher via email and call the office to report the reason for the absence.

Make-Up Work Following Student Absences

If a student is sick and unable to work on schoolwork, it is expected that parents will communicate this with the teachers and the school office on the days missed. Although the student may be excused for the day or days of absences, they are not excused from the material covered in their classes. It is the responsibility of the student to make-up any missed work.
- All students are asked to keep up with work on Canvas during absences to the extent possible.

- Students with excused absences will have a minimum of one day for each day they were absent to turn in missed assignment(s). Work is expected to be made up in a timely manner. Students should communicate with their teachers the day they return to remote learning to determine deadlines for missed work.
- If a test, quiz, or project was assigned before the student's absence, the student should plan on taking the assessment or turning in the project the day they return to remote learning. If that is not possible, the arrangements need to be made with the teacher to set an appropriate make-up deadline.

Course Progress and Grading

Course Progress and Academic Support

The student has the sole responsibility to complete the work for his or her courses. US teachers will make themselves available to remotely support students as needed over the course of the academic term. Any student who needs support should inform the teacher that he or she needs to participate in virtual office hours/tutoring.

Parents play a vital role in their child's education, even in a digital format. Parental support and encouragement are consistently required for students working in online courses. Parents shall ensure access to the necessary technology to support digital learning. Monitoring of a student's progress will be a key component to student success and should occur at regular intervals during the day and week.

US teachers will make several individual contacts with students and parents during the academic term, but ultimately the student must take the initiative to complete the online work and stay on track for completion. Students who fall significantly behind or who struggle with completion may be required by the teacher to attend tutoring or academic support sessions in order to develop the skills needed to ensure their completion of the content.

In the event that a student is not making sufficient academic progress or is not on track to complete the online work, or his or her attendance or behavior is not in line with the expectations for US Remote Learning, he or she will be placed on academic probation at which point in time the student must fulfill the expectations of their academic probation contract or be dismissed from US Remote Learning.

Grade Monitoring, Report Cards, and Progress Expectations

Student progress updates weekly for grades K-12 in the PowerSchool Portal and contains academic progress and attendance information for each class. Parents are required to monitor their student's progress in each course. All parents of remote learners must sign-up for a PowerSchool Portal account. For PowerSchool login information, please contact the main office at the school.

To monitor assignments and grades given in Canvas, parents must sign up for notifications through the parent observer role.

Students enrolled in remote learning will be required to maintain an average of 70% or higher in order to continue in the Remote Choice option.

Grading Scale

University School uses the Uniform Grading Policy as defined by the Tennessee Department of Education for grades 3 through 12. The scale has been set by the Tennessee Department of Education and is as follows:

Letter Grade	Numerical Grade
A	93-100
B	85-92
C	75-84
D	70-74
F	69 and below

Kindergarten through 2nd grade students will receive an end of the quarter progress report in PowerSchool.

TN Ready/TCAP (Grades 3-8)

TN Ready/TCAP scores for math, ELA, science, and social studies will be included in students' final grades as 15% of the student's final average for the year.

End of Course Exams/EOC

All students will be required to take the state End of Course examinations (Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology 1, and US History) and the EOC results will be 15% of the semester grade. Students who do not take the EOC exam will receive a grade of zero for the EOC. EOC exams will be administered in person at a designated testing location.

Final Exams (High School Only)

If a final exam is administered for a class, it will count for 20% of the semester grade. Students who do not take the final exam will receive a grade of zero for the assignment. Final exams will be administered in person at a designated testing location.

Student/Parent Support and Guidelines for Special Services

University School will continue to provide appropriate services for our special populations. Below you will find a description of service provided by US to our students

learning in the remote learning environment. Specific service plans will be developed in coordination with families after enrollment in the remote learning option.

English Language Learners

Upon initial enrollment in the University School, the parents of all students will complete the Home Language Survey. Students requiring screening in grades K-12 will be screened using a WIDA screener (WAPT for kindergarten and WIDA Screener for grades 1-12). If your student qualifies for ELL services, you will be contacted with additional information. Any returning English Language Learner who has not tested English Proficient (using the state's exit criteria for the spring 2020 WIDA Access test) will continue to receive ELL instruction during the 2020-21 school year.

RTI

All students will be universally screened within the first few weeks of school in Reading, Math, and Writing and all student data will be considered by the RTI team to determine if services are needed. Students in K-8 will be screened using EasyCBM tests and students in 9-12 will be screened using an early warning system. If your student qualifies for RTI services, we will contact you with more information. Any student needing RTI services will receive them whether in person or remotely, according to state and federal RTI guidelines. These guidelines include daily research-based intervention of appropriate duration and intensity, weekly or bi-weekly testing in the area of need, review of progress by the team to determine growth and modify future intervention to meet needs, and monthly communication with parents about student progress. As in classrooms, instruction will be provided through Canvas which may include synchronous or asynchronous assignments, instructional videos, activities to be done with family members, and/or live video chats with instructors. Further instructions and ways to contact the RTI team for assistance will be provided on our RTI Canvas course for families of students receiving intervention. Students who were receiving intervention services at the end of the 2019-2021 school year will continue with interventions on their current levels (Tier 2 or Tier 3). For families of students in K-8, please note that new interventions will not start until after the universal screening process has been completed.

Special Education/IEP

Students with disabilities will be provided special education instruction and related services per the student's Individualized Education Plan. IEP meetings will be held via teleconference or video conference. Questions regarding testing or special education programming should be directed to the school administration or Ms. Kim Allison via email or phone.

504

All accommodations for students with a 504 services plan will be provided by both the remote learning teacher and in any in-person assessment sessions at the school as needed.

Homeless

The University School Homeless Education Program will continue to provide McKinney Vento Services to students. Services will be provided remotely via phone calls, emails, and online meetings. The Homeless Education Program will ensure all necessary information is posted on our website and widely shared through school messenger.

Homebound

Students who have been learning under the Homebound option with US will continue to receive these services as outlined in their services plan or IEP.

School Counseling

School counselors and staff will regularly schedule check-ins with students learning at home under the Remote Choice option. Additional mental and emotional health services through Frontier Health will be available to families as well by contacting the home school.

If you or a family member is in a mental health crisis, please call the Frontier Health Mobile Crisis Response Team at 877-928-9062. To report suspected child abuse or neglect, call 877-237-0004. If you are in crisis and want to speak with someone immediately, contact the National Suicide Prevention Hotline at 1-800-273-8255 or text "Home" to 741-741.

Meals

Those US students who are learning at home using the Remote Choice option may still participate in daily breakfast and lunch services. Meals will be available for pick-up at the school. Student meal pricing will be based on the family eligibility for the 2020-21 school year; however, meals are currently available for free for all students 0-18 through December 31, 2020. Please review our website for additional information.

On-Campus Participation in Classes and School Activities

Academics on Campus

In consultation with school administration, students may request to attend particular classes/labs on campus during the school day when available.

Students may also attend tutoring or one-to-one conferences with teachers and may at times be required to devote academic time on campus with teachers due to a lack of progress. All campus visits during and after school hours will be only by appointment. During all meetings or events that students attend on campus, all University School policies will be in effect, and students are expected to follow the policies.

To ensure safety and security, all remote learning students will report to the main office to sign-in and sign-out. They will also be required to comply with school safety protocols.

School Events

All students attending school events will be required to comply with school safety protocols.

Participation in Athletics and Extracurricular Activities

All students selecting the Remote Choice (remote learning) option may participate in athletics and extracurricular activities for which they are eligible. When participating on campus, all students will be required to comply with school safety guidelines and protocols.

University School Academic Eligibility

Athletes must maintain adequate academic progress to be eligible to participate and grade will be monitored throughout the season. Class grades will be checked on the day the season starts to determine initial eligibility and grades will be checked at the interim and end of quarter after the initial eligibility to check continued eligibility.

At a grade check, if an athlete is failing one or more classes, they will be placed on probation.
- If at the next grade check, the athlete is passing all classes, he/she will be off probation.
- If at the next grade check, the athlete is still failing one class (same or different class), he/she will continue to be on probation until the next grade check.
- If at the next grade check, the athlete is failing two or more classes, he/she will be ineligible until the next grade check. If at the next grade check, he/she is either passing all classes or failing just one class, the athlete will be on probation.

Technology Device and Internet Access

Technology Device and Internet Accessibility

Technology devices are available for students participating in the US Remote Choice (Remote Learning) option. If a student device is available in the home, parents may

choose to use that home device; however, the school technology staff will be unable to provide technical support for home devices. A schedule for digital device pick-up will be communicated by each individual school.

Technology Device and Internet Accessibility

Technology devices are available for students participating in the US Remote Choice (Remote Learning) option. If a student device is available in the home, parents may choose to use that home device; however, the school technology staff will be unable to provide technical support for home devices. However, if a student encounters issues with log-ins or with a school issued device, parents may complete a help desk ticket at https://forms.gle/rHrSjHTtLTfYbNAV7

Responsible Internet Use and Digital Citizenship

Responsible Use Agreement

Internet access* is available for all students only as an educational resource.
- I will not go to websites that are not appropriate for learning.
- I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- I will not attempt to bypass the Internet filter to access a blocked website.
- I will not remotely access computers outside the system's network.

Internet access is provided on-campus for all students. These policies also apply when using district-issued devices off-campus through other public or private networks.

The computer, software, wireless devices, and network are available for all students only as an educational resource.
- I will treat the computers, all devices, and hardware with respect and not cause damage to them.
- I will not share my usernames and passwords with anyone nor will I use another student's username and password.
- I will not share my device, charger, or other school-issued equipment with others.
- I will transport my device using my school-issued sleeve and handle my device using communicated procedures.
- I will not access, alter, or delete another person's information/files on any computer or device.
- I will follow copyright law in my projects and give credit to my resources (authors and/or websites).
- I understand that teachers and administrators may monitor all student activities on the network and devices on and off campus.
- I will not use the device to illegally distribute, install, or reproduce copyrighted materials.

- I will not use the device to facilitate any illegal activity, or use it for commercial or for-profit use.
- I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- I will not utilize school district or individual school names, logos, or trademarks without permission.
- I understand that students are responsible for storing and backing up their own data.

School-issued devices are set-up and the software programs are selected for all students only as an educational resource.

- I will not download, install, or remove software/apps or media without permission and direction from a teacher. The school takes every precaution to protect the personal information of all students. Students may require accounts to access online resources or applications. Online resources and applications are vetted beforehand to ensure compliance with FERPA with regards to protecting personal information. If additional information is needed, the school will seek the consent from the student and/or parent depending on the circumstances. An active list of vetted resources is located on the school's web page.
- I will not personalize the external appearance of my school-issued device.
- I will not change the district settings on my device.
- I will not remove the asset tag or any licensing tags or manufacturers stickers from the bottom of the device.
- I will immediately notify my teacher, the building level technology coordinator, or designee if I identify a security problem or other issue on a technological resource, and I will not demonstrate the problem to others.

Good Digital Citizenship should be practiced <u>on and off campus</u>.

- I will only use online communication (email, instant messaging, chat rooms, blogs, wikis, etc.) for educational purposes on school-issued devices.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.
- I will always use proper and appropriate language and my best writing skills (including adhering to copyright policies).
- I will never give or post personal information (my name, address, telephone number, etc.) to someone online.
- I will never use online communication to harass or bully anyone.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is obscene, profane, pornographic, harassing, abusive, or considered harmful to minors.
- I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).

Personal Devices should be only used as an educational resource (cell phone, Kindle,

iPad, etc.)
- I will only use personal wireless devices at school with teacher permission and supervision or during designated times determined by the administration.
- I will accept all responsibility if my device is lost, stolen, or damaged.
- Teachers and administrators have a right to examine any personal device at any time.
- My teachers and or my school may set additional requirements and restrictions for personal devices.

School Email
- University School may provide students with a **closed-campus** email account.
- Email usage may be monitored and archived. There is no expectation of privacy with school email accounts.

If I don't follow the RUP:
- I may lose the privilege of using computers, personal devices, and/or the Internet at school.
- I may lose the privilege of taking a device off-campus.
- I understand that I may be held financially responsible for any deliberate or negligent damage to equipment and for loss or theft of the equipment while in my possession or when I am charged with its care (see below).
- I understand that the administration will determine disciplinary and/or financial consequences for Responsible Use Policy (RUP) violations.
- I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

School-Issued Device Damage Charge Information
Damage caused by willful or deliberate actions would be the financial responsibility of the family (repair or replacement cost).

State and Local Testing

All US students, including both Traditional and Remote Choice option students, are required to participate in the state and local assessments as required by law. These include all state TCAP and EOC assessments, local checkpoint assessments, ACT, and any other assessments deemed necessary by school or district leaders. All state assessments are required to be taken on campus during the regular testing window.

ACT (High School Only)

It is a Tennessee requirement that all juniors (11th grade) take the ACT at their designated school or provide proof that they have already taken the ACT. The ACT is a state test and administration protocols are set forth by the producers of the test. In recent years, the state of Tennessee has provided a senior make-up day the year following the junior ACT; however, that opportunity is not guaranteed to be provided to students and is dependent upon the state Department of Education.

Accommodations

Students who have an active IEP, 504, or ILP will receive accommodations as stated in their most recent plan.

TN Ready Testing (Grades 3-12 Only)

State testing is required for all subjects in grades 3-8 and the following high school subjects: Algebra I, Algebra II, Geometry, English I, English II, U.S. History, and Biology. For the purposes of state testing, the testing schedule will be set and delivered to parents two weeks prior to the first day of testing. All state testing will be completed at each student's designated school. Students are not allowed to miss scheduled tests or to re-schedule tests unless a significant documented emergency occurs.

Removal or Dismissal from Program

Removal from US Remote Learning

If a student is removed from US Remote Learning for any number of reasons (plagiarism, attendance, behavior, failure to engage in any work for ten school days, etc.), parents will be notified in writing of the removal. If the student does not enroll with the local education agency or register as a homeschooled student within 15 days of being notified or if the student does not begin attending school using the Traditional Option, the student may be considered truant and taken to court.

Withdrawal or Transfer from US Remote Learning to US Traditional Learning

All requests for moving from US Remote Choice (Remote Learning) to a US Traditional classroom will need to be made in writing to the director and will be discussed on a case by case basis.

Withdrawal from US Remote Learning

Any student participating in Remote Learning who plans to withdraw from University School for any reason should contact the school's main office with a parent/guardian. The correct procedure will be explained to the student and parent/guardian at that time. All obligations such as turning in books, technology devices, paying fees and/or fines, etc., must be taken care of before withdrawing to another school. Student's records will not be forwarded until all obligations are cleared.

Remote Learning Course Offerings

For students participating in remote learning, the majority of instruction will occur synchronously (live) via video conferencing within a secure ETSU Zoom platform. Students will be required to log-in to these instructional sessions at a similar time daily in order to be counted present. In addition to the live sessions, additional classwork will

be assigned by the teacher that will be completed outside of the live session. Length of the live sessions will vary and will be determined by the teacher of the class.

In addition to live sessions, coursework may also be delivered asynchronously (teacher is facilitator but not live) through an online curriculum platform. Students are expected to work independently on coursework with a teacher verifying process, answering questions, and providing additional support.

Remote Learning Classes: Grades K-5

US remote learning classes will be facilitated by the assigned grade level teachers and will follow the Tennessee State Academic Standards. Students in grades K-5 will participate in classes focused on the following content areas:

- English Language Arts
- Math
- Science
- Social Studies
- Physical Education
- Art
- Music

Teachers will facilitate students' progress in their classes through online written feedback, live and recorded video-based lessons and support, and communication with parents. Attendance at live sessions, engagement in online work, and progress for our youngest learners are closely related. Teachers will prioritize communication with parents of K-5 students on a regular basis and will closely monitor the engagement of students in their online work. Certain aspects of the work will be self-paced.

Remote Learning Classes: Grades 6-8

US remote learning classes in grades 6-8 will be facilitated by the assigned grade level teachers. All classes will follow the Tennessee State Academic Standards. Students in grades 6-8 will participate in classes focused on the following content areas:

- English Language Arts
- Math
- Science
- Social Studies
- Physical Education
- Visual and Performing Arts
- Counseling

Descriptions of each course can be found on the school website and on the Canvas homepage for each registered course.

Remote Learning Courses: Grades 9-12

US remote learning courses are not self-paced. The classes offered through the Remote Choice option follow the same pacing as the on-campus traditional classes offered on the traditional six period schedule. The student work week is Monday - Friday. Students will be expected to attend synchronous meetings on every school day.

Additional content and material will be provided on Canvas through Edmentum for our 6-12 courses, electronic resources of our newly adopted curriculum materials, and additional web/cloud based instructional support materials.

Descriptions of each course can be found in the Appendices, on the school website, and on the Canvas homepage for each registered course.

Acknowledgements: A special thanks to Dr. Bill Flanary and the Washington County Schools Leadership team on the development and guidelines for our districts Continuous Learning Plan for remote learning. Additionally, we would like to extend a special thanks to Dr. Stephen Barnett and the Johnson City Schools remote planning team for the shared use of their remote learning plan template. The collaborative spirit and support of these local school districts and leaders is greatly appreciated and valued as we work to provide a high-quality learning experience for our students.

APPENDICES

Appendix A: UNIVERSITY SCHOOL COURSE OFFERING DESCRIPTIONS

ENGLISH SELECTIONS: (4 CREDITS REQUIRED)

English 9, 10, 11, and 12 (1 credit each): Skill mastery in literature, grammar, vocabulary, and composition will be the focus of our grade-level English classes. English 9, 10, 11 students will take an end-of-course state exam.
Prerequisite: Students must pass the year of English to proceed to the next level. Required for graduation.

Advanced Placement English 11 – Language & Composition (1 credit): Designed for students demonstrating exceptional ability in English, focuses on both language and composition. It is recommended that students have a B or higher in the prior English course to enroll in an Advanced English course. Advanced Placement English 11 students will take an end-of-course state exam.

Advanced Placement English 12 – Literature & Composition (1 credit): Serving students with exceptional English abilities with an overview of English literature and significant world literature pieces. A senior research project is required as well as AP preparatory materials. Writing college-level essays is emphasized. It is recommended that students have a B or higher in 11th grade English to enroll in AP English. Students taking this course are required to take the AP exam.

Advanced Placement Research – (1 credit): The second course in the AP Capstone program. Students will design, plan, and implement a yearlong investigation to address an original research question. This process culminates in an academic paper and a presentation with an oral defense. AP Seminar is a prerequisite for this course.

Advanced Placement Seminar – (1 credit): This is a foundational research course and is the first course in the AP Capstone program. Students learn to synthesize information from multiple sources, develop their own perspectives in written essays, and design and deliver oral and visual presentations, both individually and as part of a team. English 9 is a prerequisite for this course.

Media Literacy (0.5 or 1 credit): An exploration of a variety of media formats, including television, film, magazines, newspapers, and literature and their impact on the values and ideas of popular culture.

Creative Writing (0.5 credit): Open for any student who wants to discover and explore his/her unique writing voice with a concentration on poetry and drama. This is an academically rigorous course. (Grades 11-12)

Literature of World Religions (0.5 credit): An in-depth examination of the sacred texts and traditions of Buddhism and Taoism, Confucianism, Hinduism and Islam. This is an academically rigorous course. A college-level text is used. (Grades 11-12)

Journalism/Yearbook (1 credit): Students will focus on the design, layout, and timelines of professional publishing. Prerequisite: Application and selection committee interview.

MATH SELECTIONS: (4 CREDITS REQUIRED)

Algebra I (1 credit): This is the first course in algebraic concepts. Students will be given two assessments to determine readiness for Algebra I. Algebra I students will take an end-of-course state exam.
Required for graduation.

Geometry (1 credit): Students will investigate properties of plane and solid figures as well as aspects of coordinate geometry. Geometry students will take an end-of-course state exam.
Prerequisite: Algebra I.
Required for graduation.

Algebra II (1 credit): An advanced study of algebraic concepts.
Prerequisite: Algebra I and Geometry. Algebra II students will take an end-of-course state exam.
Required for graduation.

Advanced Algebra and Trigonometry (1 credit): Advanced Algebra and Trigonometry is an advanced mathematics course that extends algebraic concepts and applications and also develops trigonometric functions and applications. Students earning less than 90% in Algebra II will be recommended to take this course before Pre-Calculus. Pre-requisite: Algebra II

Pre-Calculus (1 credit): Investigates higher order algebraic functions, their solution, and graphs of these functions. Additionally, the course will cover circular trigonometric relationships**.** Prerequisite: Algebra II.

AP Calculus (1 credit): An introduction to the concept of the limit, leading to differentiation and integration. This course also investigates techniques of differentiation and integration. Prerequisite: Pre-calculus. Students enrolling in this course must take the AP exam.

SCIENCE SELECTIONS: (4 CREDITS REQUIRED)
One credit must be a life science and one a physical science

Biology I (1 credit): A study of the characteristics of life, the interrelationships of different organisms, the diversity of life and the genetic basis of life. This course is required to graduate. Biology I students will take an end-of-course state exam. Required for graduation.

Physical Science (1 credit): This course provides a general foundation in the major concepts of physics and chemistry. This course is designed for students who need to strengthen science skills before entering Chemistry.

Chemistry (1 credit): An investigation into the major concepts of inorganic chemistry. Atomic structure, chemical reactions and equations, the periodic table, elements, and chemical bonding will be explored. Hands-on laboratory activities and demonstrations are a significant part of the course. Prerequisite: Biology. Chemistry students will take an end-of-course state exam.
Required for graduation.

Physics (1 credit): Advanced investigation into the relationship between matter and energy and how they interact. The following major areas will be investigated: Mechanics, Thermodynamics, Waves and Sound, Light and Optics, Electricity and Magnetism, Atomic and Nuclear Physics. Hands-on laboratory investigations and observations of demonstrations will be a part of the course. Problem solving skills will be emphasized. Prerequisites: Chemistry, Biology. Physics students will take an end-of-course state exam. This course is offered in alternating years.

Environmental Science (1 credit): A challenging high school course that places emphasis on environmental issues. Environmental Science can be taken as an elective following Chemistry and Biology. Prerequisite: Biology, Chemistry

Anatomy & Physiology (1 credit): Human Anatomy and Physiology is a college preparatory laboratory science course that consists of an in-depth study of all of the body systems that maintain homeostasis from anatomical, physiological, and histological perspectives. Students explore the body through an inquiry approach. Prerequisites: Biology and Chemistry

AP Biology: (1 credit)) A course designed for the motivated college-bound student. The course is divided into three areas of study: ecology (populations), molecular/cellular and the adaptations of life forms. Classes start at 7:00 am one day per week. Prerequisite: Biology I and Chemistry I. Up to 8 hours of college credit available based on AP Test performance. Students enrolling in this course are required to take the AP exam.

AP Chemistry (1 credit): The AP Chemistry course is designed to be the equivalent of the general chemistry course usually taken during the first college year. Students who receive credit for this during high school will have the opportunity to take more advanced science courses as college freshmen or to take other courses of interest because their lab course requirement will be completed. In addition to covering college-

level chemistry topics, students are required to complete a laboratory component that is equivalent to that of a typical college course. Students will be required to come to school at 7:00 a.m. one day each week in order to complete labs. Furthermore, it is assumed that students will spend at least five hours each week completing independent study. Prerequisites: Chemistry and Algebra II. Up to 8 hours of college credit available based on AP Test performance. Students taking this class are required to take the AP exam.

SOCIAL STUDIES SELECTIONS: (3 CREDITS REQUIRED: World History, Government/Economics, and (AP) US History)

World History and Geography (1 credit): The world from Renaissance through the Twenty-first Century will be studied. The global development of man is followed through the major historical eras. Special emphasis will be placed on the unique cultures found throughout the world. World History and Geography is required.

Economics semester (0.5 credit): A hands-on experience in economic decision making and a survey of how the business community operates.
Required for graduation.

Government semester (0.5 credit): The political process of the United States government on the national, state, and local levels will be examined.
Required for graduation.

U.S. History (1 credit): Surveys the cultural background of the United States from Reconstruction to the Present. Students will take an end-of-course state exam.
Required for graduation. Can take AP U.S. History instead.

AP U.S. History (1 credit): AP U.S. History is a challenging course that is meant to be the equivalent of a freshman college course and can earn students college credit. It is a two-semester survey of American history for the age of exploration and discovery to the present. Solid reading and writing skills, along with a willingness to devote considerable time to homework and study, are necessary to succeed. Recommended for Juniors. Students taking this course are required to take the AP U.S. History exam.

Contemporary Issues semester (0.5 credit): "The rest of the story," An interactive, hands-on experience class that focuses on current and 20th century issues.

Personal Finance semester (0.5 credit): Personal Finance is designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Real world topics covered will include income, money management, spending and credit, as well as saving and investing.
Required for graduation.

APPENDIX B:
University School REMOTE CHOICE: STUDENT/PARENT/GUARDIAN CONTRACT

SCHOOL YEAR 2020 – 2021

Student's Name: _____ Date: _____

Student's School Email: _____

By signing below, I am indicating that I accept and agree to abide by the terms, outlined requirements, and rules of being part of the University School's Remote Learning.

STUDENT AGREEMENTS:

● Must attend all scheduled synchronous sessions – attendance will be taken by the teacher
during the lesson for all in-person and remote learners.
● Must complete all required coursework, quizzes and tests per week as assigned by each teacher.
● Must communicate with each teacher regularly via email/Canvas if there are any connectivity issues or if there is a need
for assistance. Students should use their school email when communicating with faculty and staff and should check their
school email daily.
● Understand that the student schedule will be changed to ensure the best virtual environment.
● Students participating in extracurricular activities or athletics that would require face-to-face interaction with
other students and/or faculty and staff must adhere to all safety protocols required for participation.
● Must follow all the expectations and responsibilities listed on the Responsible Use form.

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENTS:

● Understand that attendance is expected during all synchronous sessions.
● Understand the teachers will be taking daily attendance during class for all students in attendance both synchronously
and in-person.
● Understand that your child can re-enter the onsite classroom but an agreed upon return between school administration
and parent/guardian must be take place prior to their return.
● Support academic integrity by appropriately assisting the child with assignments or projects.
● Set up a dedicated learning space in the home.
● Maintain open lines of communication by phone and email with teachers.
● Understand that students participating in extracurricular activities or athletics that would require face-to-face interaction
with other students and/or faculty and staff must adhere to all safety protocols.
● Must follow all the expectations and responsibilities listed on the Responsible Use Policy form.

Parent/Guardian Signature: _____Email: _____Date: _____

If form is not returned within the required period, it will be assumed that all parties agree to the above expectations and consequences.

Virtual Learning "Netiquette" & Norms

It is important to understand that the online world, though used often by students, is rarely used in a professional way. For that reason, teachers and parents must work hard to educate their students on how to communicate and learn within the online environment. The guide below highlights topics that students should be aware of before working and learning online.

Security

Always remember that your password is the only thing that is stopping other people from accessing your account. Weak passwords allow for others to access and therefore allow for pranks or even more serious harm.

❖ Don't share your passwords with anyone.

❖ Always log out of your account after using a shared computer. By logging out and closing all windows it greatly reduces the chances of anyone else accessing your account.

General Guides to Communication

#1- This is not Twitter, this is not a text message. Proper writing is always expected.

❖ As with everything in life, treat everyone with respect.

❖ Always speak to your teacher/professor by their proper name and title- Mr/Mrs/Dr

❖ Use clear language and explain or describe thoroughly. Especially if asking for help with a lesson or have a technology question.

❖ Avoid slang. Using "u" instead of "you" is never appropriate

❖ If you use all caps it is translated AS YELLING! Never write an entire email or message in all caps. It will be seen as rude.

❖ If professionally writing responses to questions then emoticons should not be used.

❖ Be careful with sarcasm. Some may get you are being sarcastic, some may not and this could offend.

❖ Never share your personal/confidential information (full name, phone, address, etc) within a class discussion or via online messaging/ email.

Emails

❖ Emails from your teacher may go to your junk/spam folder. When starting an online course become accustomed to checking that folder and looking for messages from your teacher. These emails can then be marked 'safe' and they will go into your inbox in the future.

❖ Always put a subject line when emailing.

❖ Keep emails brief, however, if asking for help you should clarify the assignment name and be specific as to what you are having trouble with (uploading submission, accessing the assignment, etc.)

❖ When attaching files, such as a Google File, always double-check that file settings allow for the teacher to view it.

❖ Always sign your name. It is more professional and respectful. Also, some teachers may not know who you are by your email address, especially if that email address is something like ilovevols@gmail.com

❖ If responding to emails, be careful when hitting "Reply All". Oftentimes, just replying to the person who sent the message is enough.

❖ Always proofread before hitting send.

Online Discussions

❖ The most important thing to remember with online discussions is once you hit reply/send, the entire class can see your response. Proofread, make sure you are explaining your thoughts thoroughly, and always write in complete, proper sentences.

❖ If referencing something you learned outside of class material, always cite those sources.

❖ When replying to classmates, avoid generic replies like, "I agree". Include why you agree or disagree, give examples to back your response.

❖ Always be respectful of other's opinions. You may not agree with their point of view but you should always respond respectfully and again, explain your thoughts thoroughly.

❖ Never make insulting or demeaning remarks.

❖ Before posting a question to a discussion board, look through the questions that are there and make sure it has not already been asked and answered. Also, before replying to a classmate's question, make sure you are confident that you know the answer. Never make a guess.

❖ Keep an open mind and always ask yourself, would I say this if I was face-to-face with this person?

❖ Always proofread before hitting submit.

Online Live Video Conferencing (Zoom, Skype, Canvas)

❖ If you are not talking, be on mute.

❖ Before clicking to activate your camera double check your surroundings, your own dress, people around you, pets. If anything could be a distraction, change your location, or do not turn on your camera.

❖ Use the chat box sparingly. Sometimes teachers may disable the chat box to avoid distractions.

❖ When you are called on, unmute, and then speak clearly with your device close so the microphone can pick you your voice. If you have a loud barking dog, make sure it is out of the room.

❖ Log in 5-10 minutes before the conference begins to make sure you are able to access. Most likely you will be put in a waiting room. This way if you are not able to access, you will have time to troubleshoot.

❖ Before your first video conferencing make sure you understand the program. If you want to ask a question through chat, do you know how? If you want to "raise your hand" to speak, do you know how? Again, logging in early, or even logging in the day before (if possible), will give you time to learn and become familiar with the program.

Academic Integrity/Plagiarism

Trust is everything in the online environment, therefore, plagiarism can be a deal-breaker. Whether the cheating was purposeful or not.

❖ Plagiarism = Cheating and will not be accepted.

❖ It is the student's responsibility to understand what plagiarism is and to also safeguard their own work from students who may want to take it and submit as their own.

❖ Your highly experienced teachers use many means to spot plagiarized work. Their expertise in the subject is their greatest tool in identifying work that does not reflect the student's knowledge level or the teachings of the course.

❖ Plagiarism may be accidental or blatant; however, students are held to the same standards and consequences.

❖ Some examples of plagiarism/cheating:

● Turning in any written work that was directly taken from the internet without citing and using quotations (quotations should only be used sparingly within research papers to defend your own work and should NEVER be used within an assessment/test)
● Turning in written work that was only slightly reworded from an internet or book source.

● Submitting another student's work (full or partial) as your own

● Using information from a book, textbook, or encyclopedia without citing the source

● Using online translators for assignments or assessments

● Using websites such as Course Hero or Brainly to obtain answers on assignments or assessments
● Self Plagiarism- submitting the same work for multiple classes without teacher approval

Adapted from: http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf The Center for Teaching Excellence, University of Florida