

# Union City Cyber Academy Handbook



2021-2022



## **Goal**

The ultimate goal for UC Cyber is to support our students in being successful in all aspects of their education in an asynchronous learning format. In order to make this a reality, consistent and frequent monitoring and communication with both the student and family needs to take place.

## **Advisors**

1. Building Guidance Counselors
2. Building Principals
3. IEP Case managers will have access to any student with an IEP
4. Shawn Thompson & Phil Skindell to enter and monitor student attendance

## **Enrollment and Course Selection**

1. Guidance counselors will enroll students and help them to select courses. It might be possible to exempt some assignments if they enroll late, but it might not be possible depending upon the course.
2. Guidance Counselors will send the forms to the Building Principal for approval
3. Guidance Counselors will then enroll the students in the selected courses.

## **Monitoring Procedure for All Students**

1. Weekly checks on all UC Cyber Academy students by the designated Building Guidance Counselor. A weekly list of all missing assignments will be sent to Mr. Thompson. He will share this information with the student during their morning check in.
2. Weekly updates to the Building Principal from the guidance counselor on all Cyber learners
3. Weekly calls will be made to parents/guardians of any UC Cyber Academy students that have any class averages below a C.
4. Mr. Thompson will inform the students in Homeroom to check the pacing report each Monday
5. Each week the Guidance Counselors and IEP Case Manager will check to see how many assignments their students have been assigned and divide it by the number of days in the week. That is how many assignments the students will need to do that week, for each class to stay on pace.
6. Advisors should remind students to email the teacher of the class if they need help.

## Procedure for Attendance

1. All cyber students must : “zoom in” with Mr. Thompson between 7:55 a.m. and 8:15 a.m.
2. Students are expected to be online, actively engaged for daily attendance purposes
3. Mr. Thompson will inform the Building Principal and Truancy Officer of any students who miss two or more consecutive days of school.

## Absence and Tardy Procedures (Taken from pg. 6 of Student Handbook)

Students who are absent from school must:

1. Have a parent or guardian write an excuse giving full name, date, and reason for the absence.
2. Excuses may also be emailed to [lreynolds@ucasd.org](mailto:lreynolds@ucasd.org) at the HS, [lhimrod@ucasd.org](mailto:lhimrod@ucasd.org) at the MS or [ablystone@ucasd.org](mailto:ablystone@ucasd.org) at the elementary school.
3. On the fifth day, if an excuse is not presented, absence(s) will be classified as unexcused/illegal.
4. Make plans to make up all work missed during the absence. Students are afforded the equal number of days missed unless the assignment was previously given.

### Unexcused Absence

For purposes of this policy, compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than the age of six (6) years, until the age of eighteen (18) years. For students who are of compulsory school age, ten (10) days of total absence or three (3) days of unlawful absences will necessitate:

- A warning notice to be sent and a school attendance improvement conference meeting to be scheduled in accordance with Section 1333 of the School code. (Any absences after ten days will be legally excused with a Doctor's note).
- Accumulating six (6) unlawful absences will result in the filing of a complaint for court action with the District Magistrate.
- Administrative discretion will be used in all cases.

**Educational Trips:** Parents who plan to take a child out of school for an educational trip should obtain a form from the building office or the district website and submit it to the building principal at least one week in advance to be reviewed. Trips will not be approved if a student has excessive absenteeism, if the absence takes place during PSSA testing days, or if a student is performing unsatisfactorily. Total approved absences will not exceed five (5) school days.

Absences for an educational trip can be considered a legal absence only if educational value can be established and if the trip receives prior approval. Family vacations do not automatically qualify as educational trips. Students are required to complete all assignments and tests within a time period equal to the number of days excused.

**Doctor's appointments:** Students that need to attend a doctor appointment should email their excuses before the appointment occurs. Students that do not submit a note the night before the appointment will be marked as absent.

**Extended Illnesses:** Parents will be contacted if a child misses three or more consecutive days if the school has not already been notified. After ten consecutive days of absences, those students who cannot attend school due to medical reasons may be eligible for Homebound Instruction. A doctor's statement indicating the length of time the student will be incapacitated is required. Applications must be made through the office.

### **Procedures for Transitioning Between Educational Settings**

1. Students may transition from the Cyber Academy back to the brick and mortar setting, however, this transition may only occur at a natural break in the school year. (End of the quarter or semester)
2. Students may transition from the brick and mortar setting to the Cyber Academy, however, this transition may only occur at a natural break in the school year. (End of the quarter or semester)
3. Students will be assigned courses that best match their current selections, however, exact courses may or may not be available

### **Procedure for Struggling Students**

Students that are falling behind (1 week or less) but still maintaining passing grades.

- 1) The Building Guidance Counselor will have a parent/guardian phone conference informing them of outstanding assignments and grades. (Please inform Mrs. Mulson and/or Mrs. Webber of any students with an IEP or Chapter 15 Plan)
- 2) If there is no improvement in student progress, the Building Principal will have a conference call with the parent/guardian. The Principal will develop an Academic Improvement Plan with the student and parent.
- 3) If not improving after 1 week - a second conference is held and documented with all parties involved. In this conference a deadline is given within the Improvement Plan.
- 4) If still no improvement after this process then the student will be withdrawn from and will be required to attend in the Brick and Mortar setting as they are showing a need for a more structured environment. This change in scheduling will occur at the closest transition point (9 week period)

### **Procedures for Failing students:**

- 1) The Building Guidance Counselor will have a parent/guardian phone conference informing them of the student's grades. (Please inform Mrs. Mulson and/or Mrs. Webber of any students with an IEP or Chapter 15 Plan)
- 2) If there is no improvement in student progress, the Building Principal will have a conference call with the parent/guardian. The Principal will develop an Academic Improvement Plan with the student and parent.
- 3) If not improving after 1 week - a second conference is held and documented with all parties involved. In this conference a deadline is given within the Improvement Plan.
- 4) If still no improvement after this process then the student will be withdrawn from and will be required to attend in the Brick and Mortar setting as they are showing a need for a more structured environment. This change in scheduling will occur at the closest transition point (9 week period)

### **Procedures for Discipline**

1. Cyber Academy students are expected to follow the guidelines and procedures of the Union City Area School District Code of Conduct and are subject to disciplinary action.
2. The following procedures will be followed for any student who violates the Code of Conduct.
3. The Building Principal will contact the parent/guardian and explain that a referral has been written.
4. The Building Principal will make a determination as to the level of infraction and assign discipline following the guidelines in the Student Handbook.
5. If infractions are serious in nature, Cyber Academy students can be asked to come into the building to serve In School Suspension (ISS), detention hall. If students do not agree to come into the building for ISS, the Building Principal may use other methods of discipline. (suspension from extracurricular activities, alternative discipline)

### **Athletic Eligibility Requirements**

The Athletic Director will monitor Cyber Academy student grades. All athletic eligibility requirements will apply to Cyber Academy students.

I have read and understand the above requirements regarding the guidelines and expectations of participating in the Union City Cyber Academy.

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Student Signature

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Date

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Parent Signature

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Date



# Meals for Cyber Students/ 2021-2022 School Year

**We are committed to providing access to the nutrition our students need!**

**UCASD Foodservice will provide 5 days' worth of bulk packed breakfasts and lunches for students each week that school is in session for students who are enrolled in cyber classes during the 2021-2022 school year. If you wish to participate in the meal program please fill out form below and return to the school offices as soon as possible.**

Student(s) names: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Contact email/phone: \_\_\_\_\_

- Meals will be available for pick up at the MS/HS Kitchen Entrance each Friday\* between the hours of 8AM-10AM & 2-3PM beginning September 3<sup>rd</sup>.
  - Please ring the doorbell to the right of the entrance doors and a staff member will assist you in loading meals.
  - Meals are free for all UCASD students enrolled in a cyber learning program.
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- Pick-Up will occur 10/7 instead of 10/8 due to school not being in session.
  - There will not be a pick-up on 11/26 due to Thanksgiving break; meals will be included on 11/19.
  - No meal service will be provided on 12/24 due to Christmas break.
  - Pick-Up will occur 1/3 in place of 12/31 pick-up due to holiday.
  - Pick-up will occur 2/17 instead of 2/18 due to school not being in session.
  - Pick-up will occur 3/17 instead of 3/18 due to school not being in session.
  - Pick-up will occur 4/13 instead of 4/15 due to school not being in session.

Please contact Krista Byler, UCASD Foodservice Director/Chef at [kbyler@ucasd.org](mailto:kbyler@ucasd.org) or (814) 438-7673 ext. 5466 with questions regarding the program.

*The Union City Area School District prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices. More information regarding the complaint process and complaint forms can be found [here](#).*

