

Union City Cyber Academy
Second Quarter Enrollment Preferences Survey & More
October 17, 2022

Global Call Text - Recorded for Delivery @ 3:00 p.m. on October 17

Greetings, UCCA Families,

It is hard to believe it but we are just 2.5 weeks away from the end of the 1st quarter of the school year!

As per our handbook, students are permitted to transition back to Brick & Mortar classes during quarter and semester changes. The second quarter will begin on Thursday, November 3. In order to plan for your child to either remain in cyber classes OR return to Brick & Mortar classes, we are asking all parents/guardians to complete a brief survey before 5:00 p.m. on Thursday, October 26.

This morning, all parents/guardians with email addresses in Powerschool were sent a link to the second quarter enrollment preferences survey. The survey is now active. If you did not receive the link or do not have an active email address, please reach out to your child's guidance counselor directly to either get a copy of the link **OR** to simply share your enrollment preferences over the phone or via email. Please understand that this link was not sent to students—just to parents/guardians, as it is very important to our team that parents/guardians have the opportunity to communicate about any concerns and your plans for cyber instruction moving forward. This information and more was shared via email this morning. Again, please reach out to your guidance counselor by phone or email if you have any questions or concerns.

Thank you so much for your continued support of our cyber students. We are so incredibly proud of them and their efforts so far this year.

Global Email Text - Emailed to All Parents/Guardians @ 9:30 a.m. on October 17

Good morning, Union City Cyber Academy Families!

I want to take this opportunity to share some important information with you, including the **2nd Quarter Enrollment Preferences Survey**. **Please review all information in this email and in the survey carefully.** The second quarter begins on Thursday, November 3, and all students have the option to return to Brick & Mortar classes during this transition, as per the Union City Cyber Academy Handbook. This survey link is only being sent to parents/guardians, who should complete the survey **once** for their families before **Thursday, October 26, 2022 at 5:00 p.m.** On the survey, you will see that there is space to include responses for all children in your family. Please complete the survey **once** to indicate your preferences for each individual child. The survey asks you to identify for each child:

- his/her first and last name
- whether he or she is currently **full-time** (4 or more cyber courses) or **part-time** (3 or fewer cyber courses) for the 1st quarter
- whether you would like him/her to continue with the same enrollment plan or return to Brick and Mortar full-time

Please direct any specific course, enrollment, or registration questions to your child's individual guidance counselor, as these individuals handle all schedule requests and needs for all of our cyber students:

- Elementary School: Ed McMahan - emcmahan@ucasd.org
- Middle School: Joe Anthony - janthony@ucasd.org
- High School: Anne Conti - aconti@ucasd.org

Please also keep in mind that **students can only transition between settings during these transition times - at the start of a new quarter/semester**, so if you elect to keep your child enrolled in cyber courses during the second quarter, he/she cannot transition back to Brick & Mortar classes again until the start of the **third quarter**, which begins on Friday, January 20, 2023.

Finally, please also note that, as per our [2022-2023 Union City Cyber Academy Handbook](#), students who have not been successful in the Cyber Academy may be required to return to Brick & Mortar, as per our school district's policies. **If you have questions or concerns about your child's progress in his/her cyber courses**, please communicate directly with your child's guidance counselor and building principal to ensure your child is on a path to success. I have included some additional information below that was shared with families earlier this quarter that also may be helpful in supporting your child and tracking his/her academic progress.

Review the enrollment preferences survey information above and in the survey with your family, as well as the other information in this email and please let our team know if you have any questions.

Thank you for your continued support of your child's academic success!

Stacey D. Dell
 Director of Curriculum and Special Programs
 Union City Area School District
sdell@ucasd.org
 (814) 438-3804 ext. 5457

REQUIRED: 2nd Quarter Enrollment Preferences Survey

Link: This link was shared with parents/guardians only via email on October 17, 2022; if you/your parent/guardian did not receive it or if you/your parent/guardian does not have an active email address listed in Powerschool, parents/guardians should **please reach out to your guidance counselor** directly to either get a copy of the link -or- to indicate your enrollment preferences to them via phone/email.

Deadline: Thursday, October 26, 2022 @ 5:00 p.m.

Information: Please read the information above carefully as well as the information in the survey carefully. Please reach out to your child's **guidance counselor** if you have any questions or concerns.

Live Lessons or Live Office Hours

Almost every course in the cyber academy, barring a few electives, has the option for live office hours and/or live lessons. The information for joining these and attending these is on the home page for each course in the Buzz Portal. If you ever find that you don't see those listed there, please reach out to Ms. Weber at Warren, myself, or the individual teacher to let them know. The teachers are required to post that contact information and any available office hours they have, if applicable. It is important that students attend these to get help, instruction, and support as they are able or need it.

Tracking Your Child's Daily Progress

All parents/guardians have several options for monitoring student progress and success in the Buzz Portal. Parents/guardians can access the student's portal using the student's login credentials, which are given out by the individual building guidance counselors, or parents/guardians can request to be added as an observer by contacting Misty Weber at Warren (WeberMD@wcsdpa.org). By logging in using either method, parents/guardians can view a "Daily Activity Report" by clicking that option on the Buzz Portal homescreen. This provides critical information in terms of how much time a student is spending actively in each individual course. Remember that, in order to be successful, students will likely spend an average of 5-6 hours of time working on assignments for their courses on any given day. It is important that students are spending ample time going through each individual module or activity within the portal - not just the graded assignments in the "To Do" list. Parents can track daily and weekly progress using the "Daily Activity Report" and by viewing the students "Grades" by clicking the three lines in the top, left-hand corner of the Buzz Portal screen and clicking "Grades." Please reach out to your child's individual guidance counselor or your teachers at Warren if you are having difficulty viewing progress, daily activity, and grades, as these individuals can support you.

Helpful Contacts for Cyber Academy Success

Sometimes it helps to know who the best person to contact is when you're running into a challenge, need to turn in an excuse, or need some support!

- **Academic Concerns:** When you/your child is struggling with a particular class, an assignment, a due date, live lessons, class pacing, the structure of the course, questions about materials, etc., please communicate with the **individual teachers at Warren**. Their contact information is listed in the course home pages in the [Buzz Portal](#).
- When you have scheduling questions or general concerns about your/your child's progress, please reach out to your guidance counselors: **Elementary** - Mr. McMahan (emcmahan@ucasd.org), **Middle School** - Mr. Anthony (janthony@ucasd.org), and **High School** - Mrs. Dawson (aconti@ucasd.org).
- **Attendance Questions:** If you need the attendance Zoom link or have questions about the attendance process, please reach out to Mr. Alex Bowes (abowes@ucasd.org).
- **Attendance Excuses:** If you/your student does miss school/morning attendance, please don't forget to submit excuses to your building-level attendance secretaries as per our cyber handbook: **Elementary** - Mrs. Blystone (ablystone@ucasd.org), **Middle School** - Mrs. Himrod (lhimrod@ucasd.org), and **High School** - Mrs. Reynolds (lreynolds@ucasd.org) so that he/she can be marked accordingly in PowerSchool. It is always good to include Mr. Alex Bowes (abowes@ucasd.org) on those correspondences, too.
- **Materials/Supplies:** If a course instructor from Warren is requesting materials you do not have access to, please let him/her know so that he/she can work with you. If you need specific art supplies or other school supplies, please reach out to your guidance counselor so that we can help you!
- **IEP/504 Concerns:** If you/your child has an IEP or 504 and you have concerns, please communicate with both the **teacher at Warren** and **your case manager at UCASD**. Mrs. Stacey Mulson (smulson@ucasd.org) is our Director of Pupil Services and is also here to help!
- **Parent Observer Account:** If you are a parent/guardian who would like to be added as an observer to your child's account, please contact Misty Weber at Warren (WeberMD@wcsdpa.org). Please copy Mrs. Stacey Dell in this email (sdell@ucasd.org).
- **Buzz Portal Questions:** If you are experiencing technical difficulties with assignment submission, the online portal, or your individual Buzz Portal account, you can contact Misty Weber (WeberMD@wcsdpa.org) or Michael Craddock (craddockm@ucasd.org).

- **Technology Help:** If you are having challenges with your UCASD-issued Chromebook, please submit a HelpDesk ticket (helpdesk@ucasd.org) to our tech team. Be sure to let them know that you are a Union City Cyber Academy student so they can reach out to you for troubleshooting purposes.

Picture Days & Make-Up/Retake Picture Days

You would have recently received an email from Mrs. Dell on September 27 and again on October 3 regarding Picture Day at each building. If you missed/miss your first Picture Day or are/were unable to get your picture taken on the first Picture Day, do not fret! We have re-take/make-up dates, detailed below:

Elementary School - **Original Picture Day:** September 29, 2022 - **Make-Up/Retake Day:** November 17, 2022

- Parents/Guardians should plan to bring elementary students in for photographs anytime between 9:00-9:45 a.m.
- *If you need to make other arrangements to come in at a different time that day*, please contact the elementary school office at (814) 438-7611.
- Please check your email from September 27 for the copy of the flier with the links to order pictures.

Middle School School - **Original Picture Day:** October 6, 2022 - **Make-Up/Retake Day:** November 16, 2022

- Middle school students should arrive anytime between 8:00-9:00 for photographs.
- *If you need to make other arrangements to come in at a different time that day*, please contact the middle school office at (814) 438-7673 ext. 5411.
- Upon arrival, middle school students will need to stop and check in with Ms. Reynolds in the high school office before proceeding on to have their pictures taken.
- Please check your email from September 27 for the copy of the flier with the links to order pictures.

High School School - **Original Picture Day:** October 17, 2022 - **Make-Up/Retake Day:** November 16, 2022

- High school students should arrive anytime between 8:00-9:00 for photographs.
- *If you need to make other arrangements to come in at a different time that day*, please contact the high school office at (814) 438-7673 ext. 5407.
- Upon arrival, high school students will need to stop and check in with Ms. Reynolds in the high school office before proceeding on to have their pictures taken.
- Please check your email from September 27 for a copy of the flier with the links to order pictures.

Please reach out to your individual buildings if you have any questions or need to make additional arrangements for Picture Day 2022!

Zoom Attendance Link

All students were emailed the updated Zoom link for attendance, and Mr. Bowes has been continuing to communicate with students to ensure they are checking for attendance. Please see the information below, which was shared with all students and families last week.

Email from 10/11/2022:

Good morning, Union City Cyber Academy Students & Families!

Tomorrow (10/12/2022), you will still **login to attendance using the same Zoom link you've used all year**. **During attendance on 10/12/2022, Mr. Bowes will be letting the students know to check their email for the new Zoom link (below) that goes into effect on 10/13/2022.** The old link will expire on 10/13/2022, so starting 10/13/2022, you will need to start using the new Zoom link below. This is a recurring meeting adjustment that Zoom has put into place that requires us to reset new Zoom links every 50 days. Because of that, we will continually update you with the Zoom links as this occurs so that you bookmark and use the

correct Zoom link. Again - For 10/11/2022 (TODAY) and 10/12/2022 (TOMORROW), you will use the SAME link you've used all year to check in for your required daily attendance. Beginning on 10/13/2022, you will use the new, revised link (BELOW). The attendance check-in times and requirements ARE THE SAME - We just have to update the link for security purposes every 50 days. **Please reach out directly to Mr. Bowes (abowes@ucasd.org) if you have questions or concerns about attendance.** If you miss attendance any day for any reason, please ensure that you submit an excuse via email to:

- Elementary: ablystone@ucasd.org
- Middle: lhimrod@ucasd.org
- High: lreynolds@ucasd.org

Union City Cyber Academy Zoom Link & Information

Cyber Academy Homeroom Teacher: Alex Bowes

Email Address: abowes@ucasd.org

Alex Bowes is inviting you to a scheduled Zoom meeting.

Topic: Union City Cyber Academy Attendance

Time: Daily - New/Revised Link Effective 10/13/2022

- 8:05-8:35 a.m.
- 10:45-11:15 a.m.

Zoom Link: Zoom link information is sent via email to students/families and not posted online. Please reach out to abowes@ucasd.org if you are a cyber student who needs a copy of the link.

Reminders from the [2022-2023 Union City Cyber Academy Handbook](#)

Attendance & Participation Requirements

1. For attendance purposes, all cyber students must attend **one** of the two daily Attendance Check-In sessions with their Homeroom Teacher:
 - a. Between 8:05 and 8:35 a.m. **-or-**
 - b. Between 10:45 and 11:15 a.m.
2. During the daily check-in, the student must be present and actively engaged on the Zoom session until dismissed by the instructor.
3. Failure to attend either of the check-ins on a given day will result in the student being marked as "Absent." For procedures for submitting excuses, see the following section.
4. The Homeroom Teacher will inform the Building Principal and Truancy Officer of any students who miss two or more consecutive days of school. Subsequent absences will result in truancy proceedings, as described in the next section.
5. Students who are checking in with the Homeroom Teacher daily but who are not making academic progress due to inactivity on the Buzz Portal may still be subject to truancy proceedings through the Union City Area School District.
6. Students do not check-in for attendance on scheduled days off on the 2022-2023 UCASD Academic Calendar.
7. On days where a delay is called due to inclement weather or an emergency, the students will be expected to check in during the 10:45-11:15 a.m. time slot.

Absence and Tardy Procedures

(Taken from Page 6 of UCASD 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 at the HS, lhimrod@ucasd.org at the MS or 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