

Good afternoon, Union City Cyber Academy Students & Families!

I want to start by wishing you all a **HAPPY NEW YEAR!** As we embark on a fresh calendar year, we are also closing in on our final weeks of the second quarter and first full semester (Quarters 1 & 2). I am reaching out today with a few key reminders for students, parents, and guardians, all detailed below.

I am also reaching out to you to remind you: Your team is here for you! Your team includes so many folks: your family, your building principals and guidance counselors here at UCASD, Mr. Bowes when you check-in for attendance, and your teachers and administrators at Warren. We believe in you and are proud of you. ***We want you to be successful as you complete Quarter 2 and prepare to embark on Quarter 3 and our second semester of the academic year.*** Some of the keys to success in cyber, as you've learned over the past few weeks/months are:

1. **Communication:** Communicate with your teachers when you're struggling, when you have a question about an assignment, or when you need extra support. Each teacher's Buzz Portal homepage features their contact information, Zoom office hours, Zoom live lessons (if applicable), and general expectations. If you try to reach out to a teacher and don't hear back, let your counselor know. They can help - We can help connect you to the right people, ***but you have to make that initial outreach and advocate for yourself and your success.*** If you know you need to change courses or know you're not meeting deadlines or expectations, reach out to your counselor to get their feedback and support.
2. **Time:** To be successful, you have to put in the time into your work in the Buzz Portal. Your parents can login using your credentials to view a daily activity log, which identifies how many minutes you're spending actively in each course. Your counselors and principals and teachers at Warren use this information and your grades and progress to determine if cyber continues to be a good fit for you. It is important that you're putting the time in, moving through the assignments and content in ALL folders -- not just your "To Do List" -- and viewing materials, videos, links to embedded content, and more so that you are truly learning the content. ***You have to put in the time to be successful in this program. We know it's not easy, but you can do it!***
3. **Routines, Positive Habits, and Self-Care:** It's important to establish some sort of routine for yourself each day - how you progress through your content, how you manage your time, how you work through your responsibilities. If you're struggling in cyber, consider making your own "bell schedule" or order of courses. Now that you're halfway through the year, you can probably tell which courses you need the most time for or which ones are the hardest for you. Prioritize those courses and build time into your daily routine that includes time spent on those classes, in particular. ***It's also important to get good sleep and ensure that you're building in time to take care of yourself through hobbies and activities that keep you smiling and happy.*** Stay active, and find ways to express yourself, relieve stress, and have FUN!

Below, I have included important information about the following for you to review with your family:

1. End of Quarter 2 - Grading Deadlines & More!
2. Reminders for the Beginning of Quarter 3
3. The Required Quarter 3 Enrollment Preferences Survey for Parents/Guardians
4. Our Snow Make-Up Day and Academic Calendar
5. Zoom Attendance Reminders & Expectations
6. Our After-school Tutoring Program for Grades 6-12

Please review the information below and continue to reach out to your guidance team and your teachers at Warren as you progress through your cyber course work.

Let's make it a great end to the quarter, cyber students!

Mrs. Stacey Dell
Director of Curriculum & Special Programs

End of Quarter 2 & Semester 1: Friday, January 20, 2023 << NOTE DATE CHANGE

Because of our Snow Day in November, we have adjusted our academic calendar accordingly. Instead of ending on January 19, 2023, the **second quarter/first semester will end on Friday, January 20, 2023.**

This means that ALL academic coursework for ALL classes is due by 11:59 p.m. on Friday, January 20. Any work completed after 11:59 p.m. on Friday, January 20 will NOT be graded by your Warren teachers and/or will NOT count toward your Quarter 2/Semester 1 grade. Missing assignments after 11:59 p.m. on Friday, January 20 will be considered zeroes. This includes full year-long courses

You've likely noticed that all MS/HS electives are continuous courses that end at the conclusion of the semester, instead of the quarter. This means that some of these courses, as indicated on the dates in the Buzz Portal, will conclude on Friday, January 20 when the semester ends. New courses will begin for you on Monday, January 23. ***Your Semester 1/Quarter 3 courses may still show up for a while on your Buzz Portal account while grades are finalized. Regardless, those courses are complete and grades are pulled based on what you complete by the Friday, January 20 @ 11:59 p.m. deadline.***

Best Advice: Pay attention and adhere to due dates and deadlines in order to keep up with the pace of the course and to avoid falling behind. If you think a due date/deadline isn't quite right or think there might be an issue, **you need to reach out to your teachers at Warren to ask them. That is your responsibility: to ensure that you are moving at the appropriate pace and to notify teachers of any concerns or questions.**

Beginning of Quarter 3 & Semester 2: Monday, January 23, 2023 << NOTE DATE CHANGE

The 3rd Quarter/2nd Semester was originally scheduled to begin on Friday, January 20, but due to the Snow Day in November, the end date for the 2nd Quarter/1st Semester is now Friday, January 20, moving the first official date of the 3rd Quarter/2nd Semester to Monday, January 23. ***Monday, January 23, 2023 is a fresh start! Make it count!***

Required Third Quarter Enrollment Preferences Survey: Due Thursday, January 12, 2023 @ 5:00 p.m.

All parents/guardians will receive a copy of the enrollment preferences survey via email.

Parents/guardians must complete this survey before 5:00 p.m. on Thursday, January 12 so that our guidance counselors can plan accordingly for schedules. ***Please complete this survey even if you do not plan to***

change your child's enrollment for the third quarter. This is not sent to students, but if a parent/guardian does not receive the survey or cannot access it, he/she can request a copy of the link via email from their child's guidance counselor -or- simply reach out to the guidance counselor to let them know your preferences.

- **Remember:** Per our [2022-2023 Union City Cyber Academy Handbook](#), students can shift between instructional settings only during transition times, such as the end of a quarter or semester. If you would like your child to return to Brick & Mortar classes (full-time or part-time) for the third quarter, you need to complete the survey as soon as possible so that the guidance team can start building his/her schedule. Please also note that the handbook notes that "Students will be assigned courses that best match their current selections, however, exact courses may or may not be available." If your student is returning for the 3rd Quarter, his/her guidance counselor will begin building his/her schedule and will reach out with questions, concerns, or information about your child's schedule. If you have specific needs, concerns, or questions about your child's schedule or return to Brick & Mortar, please direct them to your guidance counselor and/or principal. Because **students can only transition between settings during these transition times - at the start of a new quarter/semester**, if you elect to keep your child enrolled in cyber courses during the third quarter, he/she cannot transition back to Brick & Mortar classes again until the start of the fourth **quarter**, which begins on **WEDNESDAY, MARCH 29, 2023**.

Snow Make-Up Day & UCASD Academic Calendar

The Snow Make-Up Day from our Snow Day in November is on Monday, February 20; UCASD students do not have to report for attendance or classes on this date. Remember - Regardless of due dates/deadlines in the Buzz Portal, you always follow the UCASD school calendar, which is posted on [our district website](#). If something is listed as due on a scheduled day off, you need to:

- Complete it and submit it by the end of the next scheduled day of school
- Email/contact your teacher(s) directly if you have questions or concerns about a deadline/due date

Keep in mind that our Warren cyber teachers follow more than 20 school district calendars, so they make the deadlines/due dates based on regularly scheduled days off across the county. If you see a discrepancy in a due date, it never hurts to just reach out to the teacher to inquire/make sure.

Zoom Attendance Reminders & Updates

Don't forget: Students are required to Zoom with Mr. Bowes daily for attendance purposes. The current Zoom link is featured here: [2022-2023 Union City Cyber Academy Attendance](#). A couple of important notes as we move into the 2nd semester:

- For security purposes, Zoom requires us to change this link every few weeks, which is why it is really important that students consistently check their emails for updates from Mr. Bowes and Mrs. Dell.
- If Mr. Bowes is out, he sends the students an alternate attendance check-in plan, which is another reason that it is important for students to check their emails daily.
- If you try to check-in and have issues for any reason, go to your school email and reach out to Mr. Bowes if you do not already see an email from him. Communication is key!

To assist students and families with their schedules this year, we created two separate check-in times to accommodate everyone. These times do not change. It is imperative that students check-in during designated times for record-keeping purposes. ***Students will be marked absent if they are not checking in via Zoom at the assigned times.***

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- This link is shareable/accessible only to UCASD students when logged into their UCASD accounts.

- Check the [2022-2023 Union City Cyber Academy Handbook](#) for important reminders regarding attendance procedures, turning in excuses for absences, and more.

In-Person Afterschool Tutoring Program for Middle/High School Students (Grades 6-12)

Our Union City Cyber Academy students are welcome and encouraged to participate in our in-person, after school tutoring program, in which content area teachers stay after school from 2:50-3:50 Monday through Thursday each week to provide 1:1 help and support to students. I have attached a copy of the permission slip for you from Mr. Shrout and Mr. Keefer. The form includes specific details about the program as well as which content area teachers are available which days.

- If you are a parent/guardian and want your cyber student to participate in this program, please review the attached information thoroughly and reach out to Mr. Keefer/Ms. Conti (high school) or Mr. Shrout/Mr. Anthony (middle school) if you'd like him/her to participate. You are welcome to pick up a copy of permission slip at our MS/HS offices during business hours (7:30-3:30), or you can submit your permission slip to the principal/counselor directly via email using the form below.
- If you are a student who would like to sign up to attend these sessions, simply reach out to your guidance counselor and work with your parent/guardian to get the attached permission slip returned in-person or via email.

If you have questions about this program or need assistance with completing the permission slip, your guidance counselors are happy to help!

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