

Greetings, Cyber Families!

Can you believe that we are almost halfway through our 3rd quarter? Wow!

I wanted to reach out with a few reminders and updates. Please carefully review the information below and reach out if you have any questions! As always, your guidance counselors at UCASD, your virtual teachers at Warren, and the rest of the team here at UCASD are all here for you. Please communicate with us and let us know how we can support you and your family as we move through this second semester.

Stacey Dell

Academic Calendar ~ Days Off ~ Snow Days ~ Graded Assignments

I have received some inquiries about what to do if assignments are landing on scheduled (or unexpected) days off, so I thought it might be helpful to remind families of the following that I'd shared going into the holiday breaks:

- Your kiddo follows the UCASD calendar, so any day off for UCASD is a day off for them 👍 This includes snow days. They are not obligated to log in or do anything that day, but just like if they were in Brick & Mortar, they are still allowed to work on their assignments or missing work at any time. We do not take attendance on scheduled days off, so no need to Zoom with Mr. Thompson. Enjoy the day!!
- The Warren teachers do the best they can to individually adjust their course calendars for each student to the 15 school districts they serve, but every once in a while the calendars are "off." We've seen this happen for sure!!
 - If a due date mistakenly lands on a scheduled day off for you/your child, do not panic. The assignment can be turned in the next day **without any grading penalty**. When the teacher scores the assignment, he/she will adjust and fix it. If they do not, simply reach out to them or reach out to me so that I can address it with the virtual academy director, Misty Weber, at Warren. I let her know anytime I'm made aware of this.
 - If you think there is any chance that an entire course calendar is off and needs fixed, **please reach out to the teacher -or- if you're not comfortable reaching out to the teacher directly to inquire**, reach out to me! Give me the course and teacher's name, and I can reach out to Misty Weber, to address it. Not a problem. That's what I'm here for!
 - If, by mistake, a grade from a day off receives a zero or points off after a couple of days from turning it in, again, do not hesitate to simply reach out to the teacher and remind them that this was a day off.
- Live Zoom lessons and office hours still occur for other students who might be from other school districts who aren't off on the days that we are. Warren is still required to host those on the scheduled days and keep to that same schedule, and sometimes (not always), they are recorded. You're always invited but never obligated to attend those any time, and you're always invited to reach out to a teacher of a course to express a need to schedule time with them -or- to attend the next series of office hours or live sessions. Again, they are required to keep to that daily schedule but they are also able to work with you and support you if you need assistance. Please communicate those needs with them, and if you are having challenges/not hearing back, please let us know.

Upcoming Days Off & Snow Make-Up Day

Our students are scheduled off this Friday, February 18 and Monday, February 21, so they are not required to attend classes or turn in assignments on those dates, as indicated above. With that said, if students are struggling, behind, or need to use the time to get caught up on things, they are always welcome to do that, but

it is a scheduled day off for them. Warren SD knows we are off both days, and they are also off one of the days.

Our snow make-up day from February is scheduled for Friday, March 18, so students will report for attendance and instruction that day. If your child is absent and doesn't check in for Zoom, please reach out to the attendance secretaries in the "Helpful Contacts" below.

Besides the February dates, our next scheduled days off are for Spring Break, which is from April 14-19.

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!

- 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), **High School** - Mrs. Dawson (kdawson@ucasd.org), and **K-12** - Mrs. McNulty (smcnulty@ucasd.org).
- If you need the attendance Zoom link or have questions about the attendance process, please reach out to Mr. Shawn Thompson (sethompson@ucasd.org).
- 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 (ireynolds@ucasd.org) so that he/she can be marked accordingly in PowerSchool. It is always good to include Mr. Shawn Thompson (sethompson@ucasd.org) on those correspondences, too.
- 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!
- 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).
- 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), Neil Kent (kentn@wcsdpa.org), or Michael Cradduck (cradduckm@ucasd.org).
- 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.

Live Lessons or Live Office Hours

Almost every course in the cyber academy, barring a few electives, have 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.

Second Quarter Report Card Grades

If you have any concerns about your child's recent report card grades, reach out to me or your guidance counselor directly. I can usually help troubleshoot anything like this and am happy to do so!

Third Quarter Mid-Term Progress Reports

We'll be sending mid-term progress reports home to middle and high school students next week. Stay tuned :) As always, you can view your child's progress in the Buzz Portal by following the instructions in the "Tracking Your Child's Progress" information below.

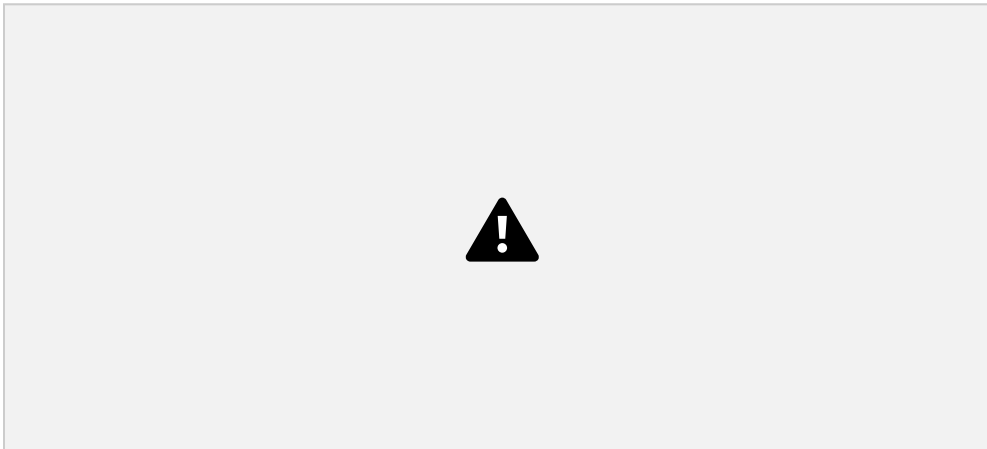
Fourth Quarter Transitions

It's time to start thinking about your preferences for the 4th quarter! All students are invited to return to the Brick & Mortar setting on the first day of the fourth quarter, which is **Thursday, March 31**. Check your email for a survey that will be sent out in a few weeks requesting your preferences. If you have specific concerns about your child's transition back to Brick & Mortar, **please communicate those to your UCASD guidance counselor and building principal**. We want to do everything we can to make this a successful transition. For families wishing to stay in cyber for the fourth quarter, please complete that survey, as well. Remember: Students who are not being successful in the cyber academy may be required to return to Brick & Mortar, as per our cyber academy handbook.

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). ***If you reach out to Misty and do not receive your login credentials from her, please contact me (sdell@ucasd.org) ASAP so that I can assist!*** By logging in using either method, parents/guardians can view a "Daily Activity Report" as seen below:

Finding the Daily Activity Record:



Sample Daily Activity Record:



Materials

If one of the instructors requests materials that you do not have access to, please let us know. In most instances, if it is not something you have available at home, you can let the instructor know, and they will work with you or help you modify the task(s). If it is a particular type of art supplies or school supplies, let us know so we can assist. Elementary students who need additional supplies from their initial supplies bags from the start of the year can reach out to Mr. McMahan (contact information below) or myself.

Keystones & PSSAs: Spring Testing Dates

Our team will be communicating with families as we approach Keystones (Literature, Biology, Algebra I) and PSSAs (ELA & Math in Grades 3-8 and Science in Grades 4 & 8) to develop a plan for completing these assessments. Our district has detailed all Spring Keystone and PSSA testing dates on our district homepage on the [Student Assessment](#) tab on the curriculum dropdown. Here, you can view the general assessment calendar, as well as the specific dates for testing in each grade level and content area. These specific calendars are on the right-hand side of that page. As mentioned above, [Keystone information](#), including item and scoring samplers, can be viewed on PDE's website, as can [PSSA information](#).

Helpful Resources for Families

As we have some new families joining our cyber academy program, I wanted to share links to a few resources that you may find helpful:

- [Union City Cyber Academy Handbook](#): The handbook describes all pertinent information about attendance requirements, processes for struggling students, and more.
- [Buzz Portal](#): This is the website that houses all cyber academy courses, grades, communications with Warren teachers, and more.
- [Food Service Request for Meals for Cyber Students](#): Complete and turn this form in to your individual building office if you would like to register for meal pick-up through UCASD.

- [Union City Cyber Academy Homepage](#): This is our spot on the district website for documents, contacts, updates, and information.
- [Website Links for Free eBooks](#): This document features links to websites that allow student access to free books for courses or personal reading.

I hope this information is helpful to our families as we move through our second semester together!

Stacey

--

Stacey D. Dell

Director of Curriculum and Special Programs

Union City Area School District

sdell@ucasd.org

(814) 438-3804 ext. 5457