

# Union City Cyber Academy Handbook

## 2022-2023



Union City Cyber Academy Team		
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## **Goal**

The ultimate goal for the Union City Cyber Academy 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
4. Union City Cyber Academy Homeroom Teacher
5. Truancy Monitor

## **Enrollment & Course Selection**

1. Building Guidance Counselors will work with cyber students and families to select appropriate coursework. It might be possible to exempt some assignments if they enroll into coursework late, but it might not be possible depending upon the course. This is handled on a case-by-case basis.
2. Building Guidance Counselors will enroll the students in the selected courses following approval from the Building Principal.
3. Building Guidance Counselors will ensure he/she receives all necessary technology and materials and ensure all required paperwork is completed.

## **Communication Expectations**

1. Students and parents/guardians are responsible for communicating course concerns directly with their cyber instructors through the Warren County School District.
2. Students and parents should communicate directly with their Building Guidance Counselors with scheduling concerns or needs.

## **Monitoring Procedures for All Students**

1. The Homeroom Teacher will remind students daily to check their "To Do" lists and "Grades" tabs in the Buzz Portal.
2. The Building Guidance Counselor will conduct weekly checks on all cyber students.
  - a. Guidance Counselors will run the weekly progress reports on Thursdays.
  - b. The Guidance Counselor will share the reports with the Homeroom Teacher and the IEP Case Manager(s).
  - c. The Homeroom Teacher will share this information with the students during their attendance check-ins on Fridays.
3. The Building Guidance Counselor will provide the Building Principal with weekly updates on all cyber students' progress.

4. The Building Guidance Counselor/Building Principal will make weekly calls to any parents/guardians of students who have any class averages of a C or below.
5. The IEP Case Managers will communicate with students and families on a consistent basis and will make adjustments to assignments in the Buzz Portal on an individual basis upon reviewing a student's SDI's and current progress.
6. Building Guidance Counselors will frequently remind students to communicate directly with their cyber instructors when they need help or support.

## **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 miss both 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](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 Union City Cyber Academy back to the Brick & Mortar setting; however, this transition may only occur at a natural break in the school year, including the 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, including the 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.

## Procedures for Struggling/Failing Students

**Definition:** Struggling students are those identified as failing at least one course or who are in danger of failing two or more courses.

→ **Note:** Guidance counselors run progress reports for students every Thursday.

- 1) The **Building Guidance Counselor** will have a parent/guardian phone conference informing them of outstanding assignments and grades. The guidance counselor will also share this report with the Homeroom Teacher and IEP Case Manager. Guidance Counselors are also expected to inform Mrs. Mulson and/or Mrs. Webber of any struggling or failing students with an IEP or Chapter 15 Plan.
- 2) If after one week, the student's grades have not adequately improved, the **Building Principal** will have a conference call with the parent/guardian. The **Principal and**

**Guidance Counselor** will develop an [Academic Improvement Plan](#) with the student and parent/guardian.

- 3) If after another week, the student's grades have still not adequately improved, a second conference is held and documented with all parties involved. The Academic Improvement Plan is updated, and weekly monitoring and communication with the parents/guardians will continue until adequate improvements are made.
- 4) If by the end of the quarter, the student is still not being academically successful, then the student may be withdrawn from cyber coursework and may be required to attend in the Brick and Mortar setting as they are showing a need for a more structured environment; this is at the discretion of the building principal. This change in scheduling will occur at the closest transition point: the next quarter or semester.

## **Procedures for Discipline**

1. Union City 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.
  - a. The Building Principal will contact the parent/guardian and explain that a referral has been written.
  - b. The Building Principal will make a determination as to the level of infraction and assign discipline following the guidelines in the Student Handbook.
  - c. If infractions are serious in nature, Cyber Academy students can be asked to come into the building to serve In School Suspension (ISS) or detention. If students do not agree to come into the building for ISS, the Building Principal may use other methods of discipline, including but not limited to suspension from extracurricular activities, alternative discipline, etc.

## **Athletic Eligibility Requirements**

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

## **Parents/Guardians & Students**

**Complete and detach the signature form on the page. Retain your copy of this handbook for your records and simply return the signature page to your Building Guidance Counselor or Building Principal. A copy of this handbook as well as other important information and resources for the Union City Cyber Academy are available on our district website on the "Union City Cyber Academy" tab on the "Schools" dropdown.**



# Union City Cyber Academy

## HANDBOOK SIGNATURE PAGE

**Detach and return this signature page to your Building Guidance Counselor or Building Principal. Retain your copy of the handbook for your records and reference.**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### Set-Up Checklist

***To be completed by the Guidance Counselor following orientation:***

- ☐ Student and parent/guardian reviewed the **Union City Cyber Academy** handbook, signed the signature page, and kept his/her copy of the handbook for reference.
- ☐ Student and parent/guardian have received a copy of the UCASD District Handbook, which includes the Code of Conduct.
- ☐ Student and parent/guardian have received his/her Chromebook/device and charger.
- ☐ Student and parent/guardian have signed the required Technology Agreement.
- ☐ Student and parent/guardian have received their completed Login Credentials sheet.
- ☐ Student and parent/guardian have been emailed the Zoom Attendance link and instructions.
- ☐ Student and parent/guardian have received a copy of his/her schedule of currently enrolled courses in the Buzz Portal along with the specific start date of those courses.

\_\_\_\_\_  
Guidance Counselor Signature

\_\_\_\_\_  
Date