



Union City Cyber Academy

1st Quarter Mid-Term Progress Report

Monday, October 3, 2022

Greetings, Union City Cyber Academy Families!

Please find a copy of your child's current, mid-term progress report for the first quarter of Union City Cyber Academy. This report was pulled as of 9:00 a.m. on **Monday, October 3, 2022**. All students in middle/high school courses at UCASD receive progress reports shortly after the midterm to help students and families understand their progress. We have also compiled some other important information for families, which will also be shared via email. Please review this information with your child, and reach out to your individual guidance counselors should you have any questions or concerns. Thank you for your continued commitment to your child's academic success in the Union City Cyber Academy. Please continue to visit our Union City Cyber Academy website on the "Schools" dropdown on the district home-page for more information.

Mrs. Stacey Dell
Director of Curriculum & Special Programs

Understanding Your Report

The column that has your child's current grade in his/her enrolled courses as of **Monday, October 3, 2022** is the column labeled, "Score," which is the very first percentage next to the course title. The other two percentages represent the student's total **completion** of all gradable and non-gradable activities for the duration of the course. Some courses are year-long courses (ie: Mathematics and Language Arts), and others are semester-long courses (ie: 2D Studio Art or Game Design).

If you have any questions or concerns about your child's grades or academic progress, please contact:

- Your **child's cyber instructor at Warren** using the contact information on the homepage for each course in the Buzz Portal
- Your child's **guidance counselor** at UCASD
 - ◆ Mr. Joseph Anthony - janthony@ucasd.org (Middle School)
 - ◆ Mrs. Anne Conti - aconti@ucasd.org (High School)

Transitioning Between Instructional Settings

As per the 2022-2023 Union City Cyber Academy Handbook, students and families have the option of returning to Brick & Mortar instruction on a full-time or part-time basis at the exchange of each quarter. If you are interested in having your child return for the second quarter, which begins on **Thursday, November 3, 2022**, please take the following steps over the next few weeks:

1. Communicate directly with your guidance counselor to let him/her know you would like to plan for your child's return to Brick & Mortar. This gives the counselors a head's up so that they can start to plan for his/her transition back, including scheduling courses.
2. Watch your email for a "Second Quarter Enrollment Preferences Survey," which will be sent on **Monday, October 17, 2022** for **parents/guardians** to complete by the close of business on **Wednesday, October 26, 2022**. This ensures that our team has enough time to build the Brick & Mortar schedule, notify teachers, and plan your child's transition so that he/she can return to campus full-time or part-time on **Thursday, November 3, 2022**.

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.
- **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 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 - **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 - **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 - **Picture Day:** October 7, 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!

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 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.