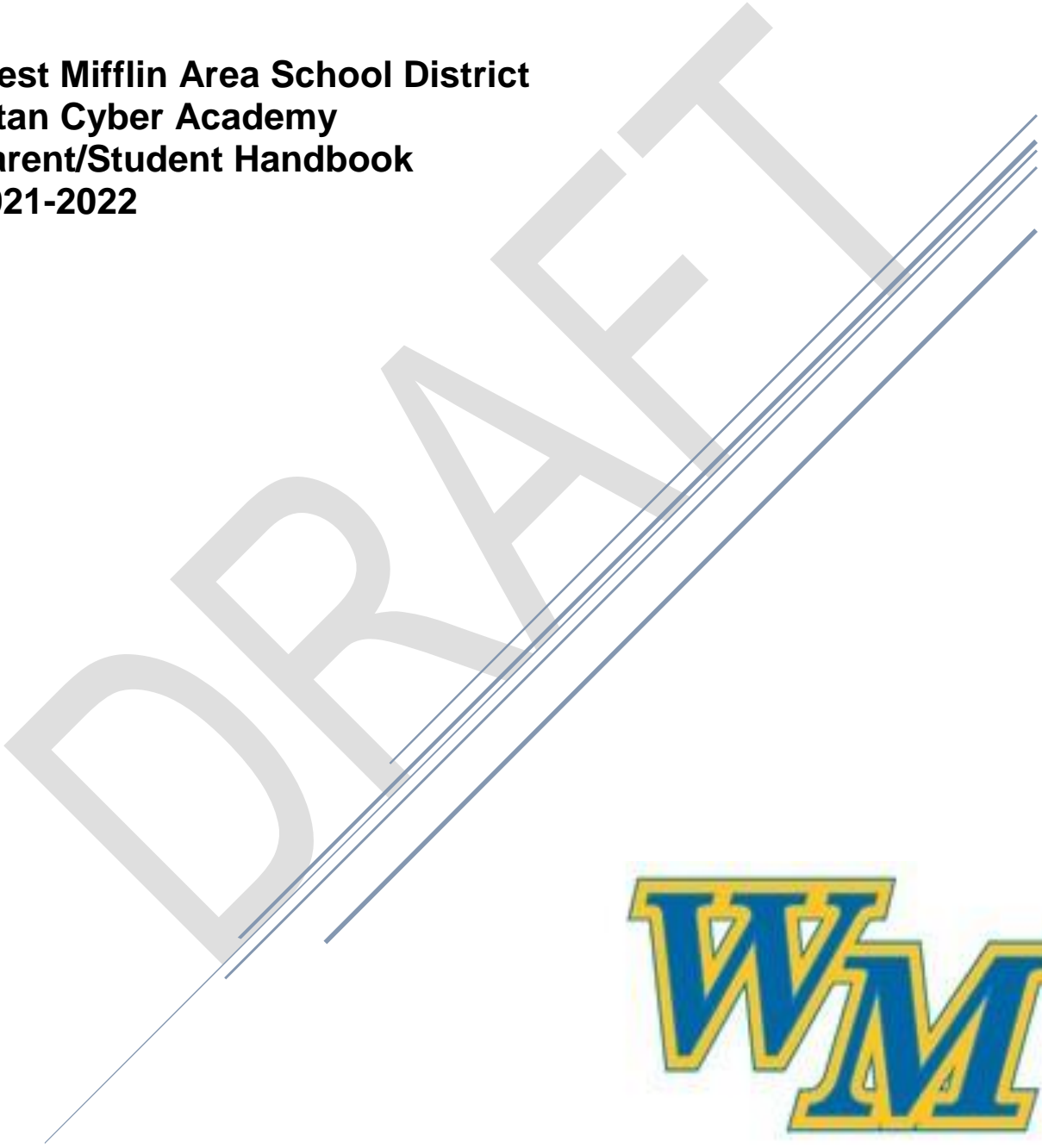




**West Mifflin Area School District
Titan Cyber Academy
Parent/Student Handbook
2021-2022**



West Mifflin Area School District

Titan Cyber Academy

Student Handbook

2021-2022

The mission of the Titan Cyber Academy (TCA) is to carry out the District's mission to ensure that all West Mifflin Area School District cyber students, K-12, have the same educational and extra-curricular opportunities as their building classmates while maximizing their academic and social development through a digital format. The TITAN Cyber Academy (TCA) gives students in grades K-12 the opportunity to complete schoolwork using online curricula at home, while allowing TCA students the opportunity to participate in extra-curricular activities as sponsored by the District. TCA will strive to equip ALL students K-12 with knowledge and confidence to meet the demands of the 21st Century.

West Mifflin Area School District's Cyber Academy (TCA) supports the needs of ALL children through:

- Synchronous and Asynchronous Instruction
- Live 1-1 Academic Support
- PA Certified, Highly Qualified, West Mifflin Area School District Teachers
- Flexibility in Cyber Program Design
 - Individualized Instruction
 - Small Group Support to enrich and remediate learning
 - Progress Monitoring for all students
 - Data-Driven Instruction
- Strong Communication and Partnership between TCA staff and TCA Families
- West Mifflin Area School District approved curriculum
- TCA Extra-Curricular Activities and Building Extra-Curricular Activities
- Providing Free and Appropriate Educational Technology to meet all at-home learning needs

ACADEMIC CYBER INSTRUCTIONAL FRAMEWORK

- ▶ Asynchronous Instruction
 - ▶ Independent-instruction through video resources
 - ▶ Live Support
- ▶ Synchronous Instruction
 - ▶ Live virtual instruction
 - ▶ Live support
- ▶ Blended Instruction
 - ▶ Synchronous Lessons
 - ▶ Asynchronous Lessons
 - ▶ Live support
- ▶ Hybrid Instructional Option
 - ▶ Any of the three options
 - ▶ Ability to come into the building for class
- ▶ Special Needs supports for ALL students
 - ▶ IEP
 - ▶ 504
 - ▶ Gifted
 - ▶ ESL
 - ▶ Title I services
- ▶ West Mifflin Area School District Approved Curriculum

TCA STUDENT SUPPORT

ESL

In accordance with the Board's philosophy to provide a quality educational program for all students, the West Mifflin Area School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English" as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact your TCA principal.

Gifted Instruction

TCA is required by the IDEA '97 to provide a free appropriate public education to school age children who have been identified as gifted and in need of specially designed instruction. GIEP School age children who have been identified as gifted for specially designed instruction must be described in a Gifted Individualized Education Program (GIEP). TCA has the ability to service GIEP students in the cyber educational setting.

Special Education

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1200 et. seq. ("IDEA 2004"). Special needs students with IEP's are fully capable of being successfully educated in TCA. TCA staff is highly qualified to work with IEP students and support their success.

Title I

West Mifflin Area School District's Title I program is dedicated to providing academic support and remediation for all students, from the most academically successful to the most at risk. In addition to our 3-tiered RTI (Response to Intervention) process which allows educators to identify and address academic and behavioral difficulties prior to student failure, Title I will provide school-wide funding for educational assessments, prescriptive interventions, and parent involvement.

Orientation

Prior to beginning courses in TCA, all students will be required to attend an in-person and/or virtual orientation with members of the TCA staff. The orientation will create an opportunity to get to know the child, the staff, and the expectations for success. The child will also become acquainted with the computer operating system so that there are no obstacles to online success.

Food Service

Students enrolled in TCA have the option to pick up a take home breakfast and/or lunch from their home school building. Students must order the available items one day in advance on the TCA website. Student number confirmation will be required.

ACADEMIC EVALUATION

Progress Reports

Classroom teachers send out an Interim Progress Report approximately 4 .5 weeks into the grading period. The Interim Progress Report offers parents and students an academic status report with time to improve their current performance. Parents are urged to schedule a conference with the teacher should the student be at the "D" or "F" level. Appointments can be made through the guidance counselor. You can also e-mail the teacher directly.

Annual Virtual Presentations

Students in grades 7-12 will also be required to complete a virtual student presentation of a core related topic each year. The presentation will be 10% of their final grade. The goal of the presentation is to build confidence in virtual public speaking as well as digital communication skills. The presentation will be scheduled within the last two weeks of the year with an assigned core teacher. Students will create a short 2 slide presentation via Microsoft Power point and Microsoft Teams based on the assigned core class's material.

Report Cards

Report Cards are issued every 9 weeks. Each course will receive a letter grade. Parents are expected to have a meet and discuss with their child the day the report card is taken home. After discussing the grades and comments on the report card with their child, parents may wish to follow with a conference with the teacher. Simply call the student's guidance counselor to make an appointment.

The letter grade indicates the student's level of achievement:

- A = Superior achievement (90%-100%)
- B = Above average achievement (80%-89.9%)
- C = Average achievement (70%-79.9%)
- D = Below average achievement (60%-69.9%)
- F = Performance does not meet minimum standards (59.9% or lower)
- P = Pass
- I = Incomplete work

High Honor Roll: 3.75 – 4.0 GPA

Honor Roll: 3.10 – 3.749 GPA

Students' achievement is frequently reflected through effort and attitude. So that both the student and parents may better understand the grading, teacher comments are represented on the respective grade level report cards.

Honor Roll

Students with outstanding academic achievement are to be placed on the honor roll. Each nine-week period a new honor roll is to be posted. Its purpose is:

- A. To give recognition and to dignify scholastic achievement
- B. To give motivation and incentive to students

Physical education grades are not calculated into class rank or honor roll, but any class including physical education with a grade below "C" will eliminate a student from the Honor Roll.

Honor courses are weighted as follows: A - 4.5 B - 3.5 C - 2.5 D - 1.5 F - 0

Advanced-Placement courses are weighted as follows: A - 5 B - 4 C - 3

All other courses are as follows: A - 4 B - 3 C - 2 D - 1 F - 0

A student will not be considered for the honor roll if he has an incomplete or X grade. All incomplete grades must be removed from the report card within two weeks or they become F's.

How to Calculate Honor Roll

Honor Roll is calculated in the following way:

1. Total your credits for the grading period;
2. Total your quality points, per grade - as attached to each credit (i.e., - full points, per letter grade are awarded for a full credit course - while $\frac{1}{2}$ the points are awarded for $\frac{1}{2}$ credit course);
3. Divide your total quality points by the total number of credits - the result equals your grade point average.

No student is eligible for Honor Roll if a D, F or I grade appears on the report card
Grades are not rounded up. (i.e., a 2.90 is not rounded to 3.0)

Quality points are assigned as follows:

1. One credit subjects - A = 4, B = 3, C = 2, D = 1, F = 0
2. Half credit subjects - A = 2, B = 1 $\frac{1}{2}$, C = 1, D = $\frac{1}{2}$, F = 0
3. One credit Honors subjects - A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0
4. One credit AP subjects - A = 5, B = 4, C = 3, D = 2, F = 0

Example A If a student has 18 quality points and 6 credits - divide 18 by 6 and the grade point average = 3.00.

Graduation Requirements

West Mifflin Area School District Policy # 217 pertains to student graduation. It is imperative that students, parents, and guardians are familiar with the graduation requirements. Any questions regarding the graduation requirements should be directed to the high school guidance office.

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and results of local and state assessments.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan.

The requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12.

Graduation from West Mifflin Area High School/TCA requires satisfactory completion of a minimum of 24 credits in grades nine through twelve.

Any class that meets five days a week for the entire term of 180 days is considered one credit. Any class that meets five days a week for one semester of 90 days is considered one-half credit. Other courses that do not meet five days a week are adjusted for credit value. Each student is required to complete the following courses:

English	4 credits (does not include 1/2 credit, elective courses)
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits (does not include 1/2 credit elective courses)
*Arts/Humanities	2 credits
Physical Education/Health	2 credits (**defined as .5 credit/year for four years.)
Electives	6 credits

All courses taken for credit will be included in class rank except for physical education and any course graded on a pass/fail basis.

*Arts and humanities include courses in the areas of fine and practical arts, foreign language, literature and additional social studies. These courses must be taken in addition to the required courses.

**1/2 Physical Education/Health credit will be awarded to freshmen students who take the required Freshmen Seminar course.

Students may be required to complete a more enriched program if their goal mandates this completion. For example, students who wish to complete a pre-college level program with an emphasis on math and science may be required to complete four years of math and an advanced science course. Students who want an enriched humanities curriculum may complete five units of language arts and/or five units of social studies. The goal selected will dictate the program.

Furthermore, students and their parents/guardians must be aware that in accordance with school board policy all students must complete the following as graduation requirements:

- (a) successfully complete all coursework required by the school district as required for graduation
- (b) successfully complete a graduation project
- (c) demonstrate proficiency of the Pennsylvania Academic Standards in Reading, Writing, and Math by using local assessments.

Students may demonstrate proficiency on local assessments by:

- (a) attaining a designation of Proficient or above on the Keystone Exam

- (b) attaining a designation of Proficient or above on the Keystone Exam re-take in each area where they were not formerly proficient
- (c) completing local assessments, which are correlated to standards at an equivalent designation of Proficient or above. **The Commonwealth defines proficient performance as “a solid understanding and adequate display of the skills identified in the academic standards.”**

Transcripts

The following procedure will prevail on issuing transcripts:

- A. All undergraduates will be allowed one (1) transcript to be mailed without charge.
- B. A fee of \$1.00 is charged after the first transcript issued.
- C. Request for transcripts initiated by outside institutions or agencies and requested to be sent by students will be sent free of charge.
- D. After a student has graduated and is beyond his/her first year of his/her graduation date, a fee of \$1.00 for each transcript is to be charged.
- E. All transcripts that are mailed will carry the official school seal. Transcripts that are mailed to individuals or that are hand-carried will not be marked with the official school seal and will be marked unofficial copy.
- F. If a student wishes to view his/her transcript, it may be viewed at any time with a counselor present.

SAMPLE- Instructional Delivery of Curriculum-Elementary (Elementary 1HR per Grade K-6)

Grade Level	K-6
Synchronous Minutes per Day (Live instruction)	145
Asynchronous Minutes Per Day	As needed
Synchronous Small Group Minutes per Day (WIN)	80
Synchronous Office Hours Per Day	45

SAMPLE- Instructional Delivery of Curriculum-Secondary

Grade Level	7
Synchronous Minutes per Week (Live instruction)	225
Asynchronous Minutes Per Day	As needed
Synchronous Small Group Minutes per Week (WIN)	45
Synchronous Office Hours Per Day	30

SAMPLE- Instructional Delivery of Curriculum-Elementary (Elementary 1HR per Grade K-6)

Day(s)	Course				
M-F	LIVE Homeroom	9:00-9:20			
M-F	LIVE ELA	9:30-10:30			
M-F	LIVE Math	10:30-11:30			
M-F	Lunch	11:30-12:15			
M-H	WIN	12:15-1:35	Extra-Curricular Activities	Crafts Social Activities Workshops	Virtual Field Trip Guest Speaker
	Small Group LIVE ELA/Math				
M-F	LIVE Special	1:45-2:30	Gym Library	Kid ConneX Art Music	
	Teacher Plan				
M-F	LIVE Science	2:30-3:00			
M-F	LIVE Social Studies	3:00-3:30			
M-F	Office Hours	3:30-4:00			

SAMPLE- Instructional Delivery of Curriculum-Secondary

Day(s)	Course				
M-F	LIVE Homeroom	7:50-8:00			
M-F	LIVE ELA	8:03-8:48			
M-F	LIVE Math	8:51-9:36			
M-F	Live Science	9:39-10:24			
M-F	Live Social Studies	10:27-11:12			
M-F	Lunch	11:15-12:00			
M-H	WIN	12:03-12:48	Extra-Curricular Activities	Crafts Social Activities Workshops	
	Small Group LIVE ELA/Math				
M-F	LIVE Special	12:51-1:36	Shop FACS	Kid ConneX Art Music	
	Teacher Plan				
M-F	Office Hours	3:30-4:00			

Schedule Changes

Students should consult the course catalog in order to make informed choices concerning their future schedules. After consulting with your teachers, guidance counselor, and parents, you must have your completed course selection sheet signed by your parent and returned to your guidance counselor.

When making changes during the predetermined times, students may not request a schedule change merely to change times, sections, or teachers.

Since time has already been provided to make schedule adjustments, no changes will be made on the opening day of school or any day thereafter.

If a student drops a course 6 or more days after the first day of that course, his or her grade for that course will be recorded as "WF" (withdrawn - failing) regardless of the grade when the drop takes place. A "WF" shall be computed in the grade point average as 0 quality points.

Academic Integrity

Cheating on tests, quizzes, homework, projects, assignments, or final exams is a serious flaw in a student's personal character. Cheating results from poor personal judgment and seriously affects the entire class. Cheating is identified and handled by the classroom teacher on an individual basis. Cheating will result in a zero on the assignment or exam. Teacher may provide the opportunity to complete an alternative evaluation. The student may also be subject to disciplinary action.

Academic Testing

TCA students will be required to participate in PSSA and Keystone Assessments as mandated by PDE. As described by PDE, students can be exempted from the tests due to religious beliefs. Grade level formative assessments such as iReady, Acadience Reading (Dibels), will be administered on a specific testing schedule designed by the District in an effort to use the data to improve the educational outcomes of each student.

Attendance

Like brick and mortar students, TCA students are also subject to attendance regulations. Regular and punctual attendance is important to the success of a student's school career.

- ▶ Elementary and Secondary Procedures
 - ▶ Synchronous: required to attend the live sessions
 - ▶ Digital excuse required if absent
 - ▶ Daily attendance survey
 - ▶ Blended: required to attend the live meetings
 - ▶ Digital excuse required if absent
 - ▶ Daily attendance survey
 - ▶ Asynchronous:
 - ▶ Daily attendance survey
 - ▶ Attendance monitored by teacher, addressed by counselor, enforced by principal

Failure to participate results in an absence. Absences from school are listed as excused and unexcused. If a student does not present an excuse written by the parent/guardian to the homeroom teacher within two days of the absence to the homeroom teacher, the absence will be designated as an unexcused absence. Any student whose absence falls into the excused absence category may have the opportunity to complete any assignments upon returning to school. A doctor's note is required after 10 absences from school. Students with more than 10 unexcused absences in a semester will not be able to participate in athletics, activities, or other school functions.

Excused Absences

Illness, death in the family, court appearance
Family emergency, religious holiday
Medical appointments/Quarantine
Absences of students as approved by the administration (other than urgent reasons)

Unexcused Absences

Truancy/illegal employment
Parental neglect/missed bus, overslept
Teachers may assign an "F" grade for work missed when a student is absent unexcused.

Repeated unexcused absences will result in a referral to magistrate court.

For all excusable absences, a parent/guardian must complete the digital form for an excused absence on the TCA webpage explaining the reason for the absence. The excuse must be submitted electronically within two days of the absence. The excuse will be filed for attendance records. Any excuse submitted after two school days is automatically recorded on the student's record as unexcused.

In addition to district attendance policy, The West Mifflin Area High School will have additional attendance expectation for the Homecoming Dance. A pupil must not be absent five (5) days or more before the Homecoming Dance. Five (5) or more days includes both absences and days suspended.

Building principals will have the discretion to waive this requirement on an individual basis when the parent has presented evidence of serious extenuating circumstances, such as long-term hospital stay or other urgent reasons of a non-health nature.

Make-Up Work

Work that is missed during an absence is considered to be excused and may be made up according to arrangements made with the student and the teacher. The responsibility to make up work due to an excused absence lies with the student and should be completed in a timely manner. Students do not have the privilege of making up work due to unexcused absences and will earn zero credit.

Educational trips

For TCA, please note that this may not apply as the design is for students to work from anywhere. Educational vacations will be ruled excused if it is the opinion of the building administrator a vacation does have educational value and the following procedure is followed:

A. The parent submits the WMASD Vacation request form at two weeks prior to departure. Forms available in the office and on the website.

C. All academic work is completed within a time period not exceeding the number of days absent as a result of the trip.

B. Educational trips will not be approved during the first two weeks of school, the last two weeks of school, and during standardized testing weeks.

D. Requests will be granted one time per year for no more than five school days. If the student is absent for more than allowable, the absences will be marked unexcused

B. The student obtains an approval from the cyber administrator to present to teachers in order to obtain assignments prior to the absence.

Tardiness

Students are expected to be on time for all meetings and class sessions. Failure to attend meetings and class sessions on time may result in disciplinary action.

Assembly Programs

Assembly programs both virtual and in-person are an important part of school life both in-person and virtual. Good conduct during the assemblies is required. This conduct will be based on good manners and consideration of those participating. Whistling, booing, and other forms of expression that are in poor taste will not be tolerated. Inappropriate behavior during, or prior to the assembly may lead to exclusion of the program. Students who do not meet behavioral and academic expectations may be withheld from assemblies.

Field Trips

Field trips will be available to TCA students both in-person and virtually. Our goal is to enrich the educational experience. The rules and policies of the school fully apply to students throughout the duration of a trip. This includes overnight and/or overseas trips.

Library Information Center

The West Mifflin Area School District Library Information Center provides our students access to resources in a variety of formats (text, audio, digital, etc.) to support the curriculum and research personal interests. The library's digital resources are available through the WMASD website. One the website, follow Technology, and Library Resources. Enter the library of your home school building. Databases, e-books, research quality web sites, and digital audiobooks

are available via the site. Students can also place holds and check on the status of their accounts using the site. Any questions, please refer to the TCA principal. The High School Library is open to all students beginning at 7:00 a.m. until homeroom and after school by appointment. The library's schedule is posted weekly on the library's website: www.wmasd.org/hslibrary.

Resource Circulation Procedure:

- Resources circulate for a 10-school day period. The date the material is to be returned will be stamped on the front of the material.
- Any lost, unreturned, or damaged materials will result in monetary obligations.

ACTIVITIES, ATHLETICS, & ORGANIZATIONS

Students enrolled in TITAN Cyber Academy may participate in all activities and organizations sponsored by their home school when academically and behaviorally eligible.

West Mifflin Area High School Clubs/Activities (Grades 9-12)

- | | |
|--------------------|-------------------------|
| Art Club | Spanish Club |
| Pep Club | Graphics Club |
| Canteen | Stand Together |
| Photography Club | Gay Straight Alliance |
| Chess Club | Student Secretary |
| Robotics | Interact Club |
| Drill Team | Tech Ed Club |
| SADD | Junior Class |
| Environmental Club | TLC – Community Service |
| Senior Class | Leo (Key) Club |
| Freshman Class | Tri-M |
| Ski Club | National Honor Society |
| Future Homemakers | Yearbook National |
| Sophomore Class | Thespian Society |
| Future Teachers | Youth Crime Watch |

West Mifflin Area Middle School Clubs/Activities (Grades 6-8)

- | | |
|------------------------|--|
| Audio/Visual | Stage Crew |
| Cheerleaders (7-8) | Student Council |
| Chorus | Student Leaders |
| Crafts for Charities | Poetry Club |
| Home Economics | Gold – Girls Only Leadership Development |
| Student Police Academy | GLSA – Gay Lesbian Straight Alliance |
| Ski Club | |

West Mifflin Area Middle School Clubs/Activities (Grades 4-5): ESTEEM-Ballroom Dancing

Clara Barton Elementary School (Grades K-3): Lab Ratz

Homeville Elementary School (Grades K-3): Kindness Club

Student events may include but not limited to: Homecoming, Semi-Formal, Prom, assemblies, dances, book fairs

WMASD Athletic Teams

Baseball (9-12), Softball (7-12)

Soccer (Girls & Boys, 7-12)

Tennis (Girls & Boys, 9-12)

Basketball (Girls & Boys, 7-12)

Cheerleading (7-12)

Cross Country (Girls & Boys, 7-12)

Track & Field (Girls & Boys, 7-12)

Football (7-12)

Golf (9-12)

Wrestling (7-12)

Volleyball (Girls, 7-12)

Bowling (Girls & Boys, 9-12)

Swimming (Girls & Boys, 7-12)

Athletic Team Eligibility and Extra-Curricular Activities Eligibility

The rules and regulations governing West Mifflin Area School District sports coincide with those of the Pennsylvania Interscholastic Athletic Association (PIAA). Contact the Athletic Director for specific questions concerning sports eligibility. A student may not participate in a sports event while in suspension, at any time, including weekends. For an updated list of available sports, please visit the District website. Parents/guardians are responsible for transportation.

- 1) Eligibility will continue to be based on a 1.5 grade point average as well as the standards set through the PIAA regulations concerning eligibility.
- 2) All eligibility for fall extra-curricular activities will be determined on the basis of final grades.
- 3) Students may attend summer school to enhance their grade point average for eligibility purposes only based upon final grades: a) For eligibility purposes only, the student must take the same or equivalent course required for graduation. b) The grade for the summer school course will replace the final grade for eligibility purposes only. This grade will not replace the original grade for class rank or academic grade point average.
- 4) The period of ineligibility will be thirty calendar days from the date of the first day of practice as defined in the PIAA handbook for the corresponding season. Students must comply with the eligibility standards of the PIAA and those of the West Mifflin Area School District. Non -athletic ineligibility begins on the first day of each quarter for all other extracurricular activities.
- 5) Students must pass four full credit subjects or the equivalent during the previous grading period. Two of the courses must be in mathematics, science, English or social studies.
- 6) Grade changes by teachers are permitted up to but not to exceed two weeks after the report card distribution date for the first, second and third quarters. Grade changes will be permitted until and including the last day of June for the fourth quarter of the school year.
- 7) Students declared ineligible for inter-scholastic athletics may participate in conditioning activities only.

Academic Eligibility

In order to be eligible to participate in extracurricular activities, including athletics, a pupil must have passed at least two of the four CORE subjects during the previous grading period. The student must also achieve a minimum GPA of 1.5. Physical education does not calculate into the GPA. An ineligible student will not be permitted to participate in regulated competition with the team or activity for 15 school days pending improvement. Academic eligibility then continues on a weekly basis. For fall sports/activities, the final GPA from the previous year is used to determine eligibility.

Attendance Eligibility

In order to be eligible to participate in extracurricular activities including athletics, a pupil must not be absent or tardy more than nineteen and one-half days in any one semester. When accumulating twenty absences in any semester, the student shall be declared ineligible for participation in extracurricular activities for a period of sixty school days.

Physical Eligibility

School district policy requires one physical examination per year for all student athletes unless there is an injury. In the event of an injury, the athlete must be examined prior to participating in the same sport or in another sport.

Participant's Responsibility

Students involved in a sport or extracurricular activity which prevents them from attending class must report to the teacher for the homework, or to turn in assignments for that day. Students are not excused from the assignment. Students are also expected to meet an acceptable level of behavior during school, during practice and at all

competitions. Student athletes must represent our school and team in a respectable manner. Failure to do so will result in a temporary or permanent loss of this privilege

Counseling and Student Assistance Services

The services of the school counselors and Student Assistance Coordinator are available to all TCA students. Parent and students can schedule in-person and virtual appointments with school counselors directly by email or phone. If your child is having a problem adjusting to TCA, a parent should contact the child's counselor.

School counselors are available to help students in a number of areas:

- Academic Development
- Personal or Social Development
- Career Development
- Community Resources
- Financial Aid Resources

The Student Assistance Program (SAP) provides additional support resources to students. The Student Assistance Team is comprised of teachers, counselors, nurses, and building administrators to assist students who are experiencing problems which may be interfering with their learning. Students can refer themselves for help, or they can be referred by parents, teachers, or other school personnel. TCA staff will work closely with building level SAP teams to ensure equal access of appropriate services.

Emergency and Regular Communications

In the event that a need to disseminate emergency or regular communications to parents and/or students should arise, the West Mifflin Area School District and TCA will employ the District website, email, School Messenger, and all West Mifflin Area School District social media outlets.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District's online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting the building secretary.

TCA students are in the School Messenger system which is a telephone system that will deliver a personalized message to parents and employees. This will allow parents to determine which, if any, phone numbers(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive School Messenger alerts, if they so desire. School Messenger will be used exclusively to broadcast school related information. TCA uses the following social media: Facebook, Twitter, and Instragram.

Custody/Court Orders

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A copy of any of these forms must be presented to the school office annually. Even if the paperwork isn't modified or canceled, parents/guardians are required to submit copies at the start of each school year to assure that any necessary paperwork is up-to-date.

Dress

All TITAN Cyber Academy students are to be properly groomed and dressed in a neat and clean fashion when participating in synchronous instruction. Students and their parents are relied upon to use good judgment regarding proper attire for school.

Educational Technology and Resources

Students enrolled in TITAN Cyber Academy will depend upon educational technology on a daily basis to complete their educational programming. All students are expected to adhere to the West Mifflin Area School District's Code of Conduct and Technology Acceptable Use Policy when utilizing electronic devices. Students are responsible for any lost or damaged items assigned to them upon enrollment. Failure to pay any debts or obligations will result in social probation and holding the students report card until such debts or obligations are paid.

Item	Model	Price	Grade
Dell Latitude 3190		350.00	K-12
Kensington Hi-Fi Headphones	K97602WW	10.99	K-12

Canon-Pixma Scanner/Printer	MG320	90.99	K-12
Dell Active Pen	PN 350N	39.99	K-12
Core Textbooks	Estimated Cost	200.00	K-12
Texas Instruments Calculator	TI-30XIIS	12.79	Grades 4-12
Texas Ins. Graphing Calculator	TI-83 Plus	78.00	Grades 11-12
Lakeshore Math Kit		70.00	Grades K-4
Ruler	Math Manipulatives	0.50	Grades 5-12
Protractor	Math Manipulatives	0.99	Grades 5-12
Comcast Essentials/Gift Card	Internet	119.88	K-12
Resource Binder	O.D. Item # 2821701	1.78	K-12

Immunization Requirements

Immunizations must be complete for students to start school. Provisional status will be provided for students in the process of completing multi-dose vaccine requirements, as long as there is a written plan from the physician on file. A child may be exempt from these requirements for medical reasons with written documentation from their physician. They may be exempt for religious or moral beliefs with a written statement from the parent or guardian. All students in the state of Pennsylvania must show proof of immunization prior to enrollment. TCA students may also be exempt if remaining in a purely remote model.

Student Photos

Individual student picture will be taken during the fall. Students will receive notices in advance of the photo sessions. Picture money and necessary forms must be returned in a timely fashion in order to purchase pictures. Photos/videotape footage of West Mifflin students involved in school-related activities are often used in district publications, video productions, newspapers, yearbooks, on television, and the district's website. If for any reason you do not want photographs or video tapes of your student used in this manner, please complete the photo refusal form distributed at the beginning of the school year and return it to the main office.

Work Permits

Employment certificates for minors (person under 18 years of age and not having graduated from high school) are issued at West Mifflin Area High School. The applicant must present his/her birth certificate, passport, baptismal certificate, or other certified evidence of age when applying for an employment certificate. Other information concerning employment certificates is available by visiting the main office reception desk at the high school, Monday through Friday, between the hours of 8:00 AM and 3:00 PM

CODE OF CONDUCT

It is the responsibility of the total school community to create and maintain an atmosphere that is conducive to learning, living, and teaching. Everyone in the educational process has the right to expect that the environment shall be safe, pleasant, and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require an interaction based upon mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of all necessary obligations at all times. The Code of Conduct applies to students any time they are under supervision of school authorities, at a school event or on school property. Virtual classes are a school event. Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities as outlines in this chapter. THE CONDUCT CODE SHALL BE PUBLISHED AND DISTRIBUTED TO STUDENTS AND PARENTS. Copies of the code shall also be available in each school library.

Free Education and Attendance

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Minors are compelled by law to attend school until they are 17 years of age. They

cannot be compelled to want to attend or like to attend, but all school personnel and parents should encourage students to attend at all times.

Student Rights

Students have legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from invidious discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in school work, and conformance to school rules and regulations virtual and in-person. No student has the right to interfere with the education of his/her fellow students. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Anti-Bullying Policy

West Mifflin Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school busses, and at school-sponsored events and/or activities whether occurring on or off campus. Bullying is when a student repeatedly and intentionally says or does mean or hurtful things to another person. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student (e.g. hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation and ridicule.
5. Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile websites such as Facebook.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Depending on the severity of a particular situation, the principal may also take the appropriate steps to ensure students' safety. Such steps may include separating and disciplining students involved; providing mental health support for students as needed; reporting incidents to law enforcement, if appropriate; and the implementation of a safety plan and/or supervision plan with parents/guardians. Progressive disciplinary action will be given to students who bully. Consequences include: meeting with our SWPBIS team, parent conference/notification, warning, detention, suspension, expulsion and/or police referral with magistrate meeting. If a referral is made we follow these steps: initial referral, identify alleged bully and witnesses, start the investigation/interview process, determine consequences, notification to involved parties, start the sequence of interventions/consequences.

Act 26 of 2015 signed by Governor Wolf on July 10, 2015 will take effect Sept. 9, 2015.

Here are 5 things to know about Act 26.

1. The new law creates the *offense of "cyber harassment,"* which would include:
making seriously disparaging statements about a child's physical characteristics, sexuality, sexual activity or mental or physical health, threats to inflict harm.
2. The harassment could be *made electronically, either directly to the child or through social media.*
3. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile's record being expunged.
4. The law makes cyber harassment of a child *a third-degree misdemeanor, punishable by a maximum \$2,500 fine and/or one year in prison.*

ANTI-BULLYING POLICY: #249

West Mifflin Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

For the purposes of this policy bullying is defined as unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

- Physically harming a student (e.g. hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner.)
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile/social web sites such as Face-Book, Twitter, Instagram, Snapchat and/or other social media.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening, or sexual.

It is the policy of the West Mifflin Area School District that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including racial and ethnic intimidation.

There is hereby established a policy strictly prohibiting all forms of racial and ethnic intimidation in any work area, learning area, activity area or any other place under the permanent or temporary control of the West Mifflin Area School District, by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the West Mifflin Area School District.

All persons associated with this school system, including, but not necessarily limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from racial and ethnic intimidation. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy. Appropriate sanctions shall be applied against all proven offenders of this policy.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, involvement of Police, a loss of school privileges, exclusion from school-sponsored activities as defined in the Code of Student Conduct and/or expulsion.

HAZING

The purpose of West Mifflin Area School Board Policy #247 is to maintain a safe, positive environment for students and staff that is free from hazing, even in a virtual learning environment. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. For purposes of this policy, hazing is defined by West Mifflin Area School Board as any activity that recklessly or intentionally endangers mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization.

This policy prohibits any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity. This policy directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing. Infractions of this policy can result in progressive discipline

ANTI-HAZING POLICY: #247

The purpose of this policy is to maintain a safe, positive environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For the purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Adopted: February 21, 2001 Further information regarding hazing may be viewed from actual policy.

Homeless Education for Children and Youth Experiencing Homelessness (ECYEH)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

If you believe that your child may qualify for this service, please contact: Melissa Wall, Home and School Visitor Phone: 412-466-9131 ext 1006 email: wallm@wmasd.org

Release of Student Information

In accordance with the No Child Left Behind Act of 2001, section 9528, school districts must "disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning unless individual students or their parents request that the information not be released without prior consent.

Students/parents wishing to exercise the option to withhold consent of the release of information to military recruiters and/or to institutions of higher learning must obtain the appropriate form to do so from the guidance office. Once the form has been completed and signed, it is to be returned to the guidance office.

School Safety and Security

The West Mifflin Area School District views school safety and security issues as top priority. While we are in the virtual setting, any type of school safety issue should be reported immediately to any adult. Administration and School Resource Officers promptly address all issues regarding the safety and well-being of our school community.

Students, staff, and community members are encouraged to report unsafe, potentially harmful, dangerous, violent, or criminal activities and threats related to our school entity. The District currently supports the Safe2Say Something website.

School Discipline: Violations and Consequences

School discipline is essential for learning. TCA students may be suspended from school for violating the District's Code of Conduct. Out of School Suspension (OSS) means that a student has lost their privilege of attending school on the days determined by the Principal or Administrative Team. On OSS days, students are not permitted on school district property until the day following the suspension when a return to school meeting is complete.

Insubordination

The employees of West Mifflin Area School District have a responsibility to maintain an orderly educational environment. In order to carry out this responsibility, they have the authority to make requests and correct the behavior of students when the need arises. Students have an obligation to comply with the reasonable requests from any and all school personnel. Any student behavior, including disrespect, which undermines the authority of school personnel, will not be tolerated. A student found to be insubordinate of an employee's reasonable request may face severe disciplinary consequences.

Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. SS 951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

Freedom of Expression

A. The right of public-school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker v Des Moines Community School District*, 383 U.S. 503 (1969).

B. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public-school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

- Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
- Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

D. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.

E. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

F. Bulletin boards shall conform with the following:

1. School authorities may restrict the use of certain bulletin boards.
2. Bulletin board space shall be provided for the use of students and student organizations.
3. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

G. School newspapers and publications shall conform with the following:

1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to decide. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

H. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in sub-section (c).

I. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.

2. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

J. School officials should adopt and publish guidelines for student use of school facilities and equipment.

K. The constitutional right of freedom of speech guarantees the freedom of public-school students to publish materials on their own.

1. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
2. The students themselves have sole responsibility for any statements published.
3. Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (a).

Prohibited Materials

No dangerous items of any kind may be brought to school nor displayed in virtual sessions for any reason. Administration has the right to determine what is dangerous. Violation will result in disciplinary action in accordance to school board policy. See WMASD Code of Conduct for complete school board policy. A sample of prohibited articles and equipment is listed below:

Shock devices, laser pointers, etc.	Squirt guns, toy guns, balls, yo-yos.
Skateboards, hockey sticks, etc.	Weapons, toy weapons (see WMASD Board policy)
Flammable objects	Illegal drugs, alcohol, tobacco, or any look alike products, medication-see above
Electronic devices, etc.	
Sharp or dangerous objects	

Threats

Any person who furnishes any false information to a police officer or to any appointed or elected official or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private, or parochial school, railroad or railroad depot or station, theater, or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000 or undergo imprisonment not to exceed five years, or both" (Penal Code of Pennsylvania). Any student making a bomb threat is also subject to suspension and/or expulsion.

Any student who is involved in a disagreement with another person is advised to seek the assistance of a guidance counselor, teacher, or principal in an attempt to resolve a problem rationally before a fight occurs. If a fight or assault does occur, the following procedure will be followed.

- Any student involved in a confrontation, whether the incident is a fight or assault, will automatically be suspended for a minimum of three (3) days. A citation will be issued under Article F of the Pennsylvania Code. A mandatory hearing will be held with the District Magistrate.
- Students who threaten another individual will be subject to an out of school suspension and possible expulsion. **All threats must be taken seriously.** Students are warned not to say anything they do not mean. Excuses such as, "I did not really mean it" or, "I was only kidding" are not acceptable.
- Parents of students involved in a conflict and/or making threats will be required to have a hearing with the appropriate Administrator before the offending student may return to school.
- Offenders may be required to meet with the Student Assistance Team.
- An individual(s) who instigates others to fight may receive disciplinary action.
- The District Magistrate will conduct a hearing at which time code violation determination will be made.
- Any student involved is subject to social probation meaning the student will lose the privilege of participation in extracurricular events and/or activities for a period of time to be determined by the school administrator.

Confidential Communications

A. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.

B. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare, or safety of the student or other persons is clearly in jeopardy.

Interrogations and Searches by Staff

The policy concerning criminal activity by students on school property, search of the student or a locker, and periodic searches of student lockers, shall be as follows:

- It is prohibited for any students, while at school or in a virtual setting, to possess on his or her person or in a locker/storage or to use in any manner or to sell any substance, item, or device, the use, possession, or sale of which is a crime under the laws of Pennsylvania.
- Any school administrator or teacher who reasonable suspects that a student has in his possession on the school property or in a virtual school setting or sells or uses on school property or in a virtual setting an illegal material, shall proceed as follows:
 - Since by law an administrator or teacher stands in the place of a parent to the students in the school, the matter or incident should be referred immediately to the school principal with an explanation of what facts led to the conclusions that the student possess, uses, or sells illegal matter.
 - The principal shall then confront the student privately with the facts as related to the principal and ask the student to consent to a search of his person.
 - The principal shall be persistent in his request, and if necessary, insist upon the search.
 - If the student uses force to resist, the police should be called.
 - When a search is made of a student, at least one other teacher or school official should be present.
 - Prior to a locker search, the District will make every effort to notify and given an opportunity for students to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, safety and welfare of students in the school, student lockers may be searched without prior warning even if the student is not notified or present.
 - Student lockers and storage space will also be subject to "canine sniff search."

- If illegal material is found, it should be confiscated, marked in some identifying manner in the presence of the student, if possible, and that of at least one other teacher, and then held in a safe place for delivery to the police. An attempt should then be made by the principal to notify the student's parents.
- If illegal material is found and marked, the police should be called immediately and advised of the matter and all material should be delivered immediately to the police.
- Unannounced blanket searches of all student lockers may be conducted whenever the principal deems necessary. Any illegal material or evidence of the commission of a crime, shall, after identification, be confiscated and turned over to the police with a complete report.
- Reasonable suspicion, while difficult of definition, is defined as a conclusion arrived at by a reasonable, prudent, and conscientious mind, from facts at hand; it is not caused by such improper motives as dislike for the student or malice, but only from the facts which are known. If the logically, rationally and in exercise of good sense, lead a reasonable, prudent, and discreet person to conclude that a student has legal material on school property or on his person, but there must be a fair and conscientious consideration of only the facts that are known.
- All school personnel shall cooperate with the police in every manner possible in carrying out this policy.

Sexual Harassment

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:

1. Submission to such conduct is made wither explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject a student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Discrimination

Consistent with the Pennsylvania Human Relations Act 43 P.S. SS951-963, no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. A student shall not knowingly possess, use, transmit, sell or be under the influence of a controlled substance including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind including alcohol or look-alikes (stimulants and depressants only). Use of a drug authorized for the student by a medical prescription from a registered physician shall not be considered a violation of this rule.

Further, a student shall not knowingly possess, use, transmit, sell or be under the influence of any patent medicines (over-the-counter) and/or other drugs (e.g., cough medicine, aspirin, no-doze, etc.) other than for their intended purpose and in accord with the dosage indicated on or within the manufacturer's point of sale container. Lastly a student shall not transmit or sell patent medicines (over-the-counter) or other drugs.

Administration may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.

Drug Paraphernalia

In addition, a student shall not knowingly possess, use or sell drug paraphernalia, including but not limited to, any equipment, material, device or container of any kind used, or designed for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting, or inhaling a controlled substance, prescription drug, or alcoholic beverage, and which in the judgment of the school district can be clearly associated with the use of alcohol, controlled substances, prescription drugs, and look-alike drugs, substances, liquids or devices, etc.

Any student who violates this policy is subject to expulsion proceedings before the Board of School Directors and may be referred for prosecution.

This policy will govern student conduct:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any time when the school is being used by any school group;
- On the school bus or at a school bus stop;
- Off the school grounds at any school activity, function or event; or
- Off the school grounds going to or from school, any school activity, function or event.

Anabolic Steroids

Students shall be made aware of the dangers of steroid use and that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sales could subject them to suspension, expulsion, and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

- For a first violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season.
- For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

Racial and Ethnic Intimidation

It is the policy of the West Mifflin Area School District that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including racial and ethnic intimidation.

There is hereby established a policy strictly prohibiting all forms of racial and ethnic intimidation in any work area, learning area, activity area or any other place under the permanent or temporary control of the West Mifflin Area

School District, or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the West Mifflin Area School District.

All persons associated with this school system, including, but not necessarily limited to, the Board, administration, the staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from racial and ethnic intimidation. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy. Appropriate sanctions shall be applied against all proven offenders of this policy.

Acceptable Use of Internet and Technology

The district reserves the right to monitor any Internet usage and any electronic communication. Users of the WMASD technologies should not have an expectation of privacy in the materials that are created, sent, or received by them on the WMASD systems. To the extent allowed by laws and regulations, WMASD authorized personnel may examine all material stored on WMASD systems without prior notice. Messages that are created, sent, and/or received using the WMASD email system are the property of the West Mifflin Area School District. The West Mifflin Area School District reserves the right to access and disclose the contents of all messages created, sent, and/or received using the email system. The Board establishes that use of the Internet, Network, email and equipment is a privilege not a right. Inappropriate, unauthorized and illegal use may result in the cancellation of those privileges and appropriate disciplinary action.

West Mifflin Area School District Acceptable Use of Policy for Technology (815)

The purpose of this policy is to delineate the responsibilities of district students as users of technology.

The intent is to ensure that users will comply with all Local, Network and Internet acceptable use policies approved by the District. **NOTE:** For policy purposes all applications of technology will be referred to as NETWORK.

As a user, the student will fulfill and be aware of the following:

The use of the Network is a privilege that may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the User for other disciplinary actions.

The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, as its sole discretion, believe may be unlawful, obscene, phonographic, abusive, or otherwise objectionable. Users will not use their District-approved computer account/access to obtain; view, download, or otherwise gain access to such materials.

All information services and features contained on Local, District or Network resources are intended for the private use of its registered Users and any use of these resources for commercial-for-profit or other unauthorized purposes in any form, is expressly forbidden.

The Local and District Electronic Mail Network resources are intended for the private use of its registered Users. The User is responsible for the User of his/her account/password and/or access privilege. Any problems that arise from the user of a User's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Any misuse of the Hardware/Software Accounts will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other Users.
- Misrepresenting other Users on the Network
- Disrupting the operations of the Network through abuse of the hardware or software.

- Malicious uses of the Network through hate mail, harassment profanity, vulgar statements, or discriminatory remarks.
- Interfering with others use of the Network.
- Extensive use for non-curriculum related communication.
- Illegal installation of copyrighted/shareware/software.
- Unauthorized downloading, copying, or use of licensed or copyrighted software.
- Allowing anyone to use an account other than the account holder.

Students are not permitted to use their own lap top computers in school. If for educational reason a student feels the need to have a personal lap top computer in school, the student must first be granted permission to do so by the administration. Permission will be granted at the discretion of the administration. The district accepts no responsibility for personal computers.

Right to Request Teacher Qualifications

As a parent of a student in the West Mifflin Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the No Child Left Behind law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.
- If you would like to receive any of this information, please contact the principal of your child's school.

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Your child attends West Mifflin Area School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At West Mifflin Area School District, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

Title I Complaint Resolution Policy

Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation requires State Educational Agencies (SEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Pennsylvania Department of Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

Definition

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- a) A statement that a school has violated a requirement of federal statute or regulation that applies to Title I.
- b) The facts on which the statement is based.
- c) Information on any discussions, meetings or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

- 1) Referral – Complaints against schools should be referred to the District's Federal/State Programs Office:

Brian Plichta-Federal Programs Director
West Mifflin Area High School
91 Commonwealth Avenue
West Mifflin, PA 15122

- 2) Notice to School – The Federal/State Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.

- 3) Investigation – After receiving the Principal's response, the Federal/State Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Director and the Superintendent may do an onsite investigation at the school.

- 4) Opportunity to Present Evidence – The Federal/State Programs Director may provide for the complainant and the Principal to present evidence.

5) Report and Recommended Resolution – Once the Federal/State Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

6) Follow up – The Federal/State Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.

7) Time Limit – The period between the Federal/State Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

8) Right to Appeal – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

Ms. Susan McCrone, Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

DRAFT

WEST MIFFLIN AREA SCHOOL DISTRICT Three-Way School Compact

Staff Pledge:

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- Teach grade level skills and concepts.
- Strive to meet the individual needs of your child.
- Communicate with you regarding your child's progress.
- Provide a safe, positive and healthy learning environment for your child.
- Communicate homework and classwork expectations.

Teacher's Signature _____

Title I Teachers' Signatures _____

Principal's Signature _____ Date: _____

Student Pledge:

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Get to school on time every day.
- Complete and return homework assignments on time.
- Be responsible for my own behavior.
- Attend school regularly.
- Respect and cooperate with other students and adults.
- Ask for help when needed.

Student's Signature _____ Date: _____

Parent/Guardian Pledge:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- See that my child attends school regularly and arrives on time.
- Make sure that my child gets enough sleep each night.
- See that my child's homework is completed and returned on time.
- Provide a quiet place/time for my child to do homework.
- Attend my child's school conferences.
- Communicate and work with school staff.

Parent's/Guardian's Signature _____ Date _____

WEST MIFFLIN AREA SCHOOL DISTRICT INFORMATION

Website: www.wmasd.org

Phone: (412) 466-9131

All email addresses are as follows: last name first initial @ wmasd.org

- Example: Brian Plichta is: plichtab@wmasd.org

DISTRICT ADMINISTRATION

Mr. Jeffrey Soles-Superintendent

Mr. Jeffrey Solomon-Assistant Superintendent

Mr. Joseph Esper-Business Manager

TITAN CYBER ACADEMY STAFF

Dr. Brian Plichta-Principal

Ms. Molly Harbst-Guidance Counselor/SAP Coordinator

Mrs. Amanda Murphy-ELA Teacher

Mr. Todd Kinavey-Social Studies Teacher

Mrs. Jaclyn Tonini-Science Teacher

Mrs. Mychele Westerlund-Math Teacher

Mrs. Lisa McClafferty-Elementary Teacher and Special Education Teacher

Mrs. Stacey Rutherford-Business Education and ESL Teacher

Mrs. Stacy Galiyas-Physical Education Teacher

Mr. Scott Stephenson-Athletic Director

Mrs. Janae Walker-Food Service

Mascot: Titan

Colors: Blue and Gold

Titan Cyber Academy

91 Commonwealth Avenue

West Mifflin, PA 15122

c/o Dr. Brian P.Plichta

Email: plichtab@wmasd.org

Phone: 412-466-9131 x 1041

**West Mifflin Area School District
Titan Cyber Academy
2021-2022**

This official document certifies that I have received the West Mifflin Area School District's Titan Cyber Academy handbook and Code of Conduct, read its contents carefully, and have had it explained to me.

If at any time, I am unsure of the practices, procedures, responsibilities, or expectations as explained in the handbook, I will meet with my guidance counselor, principal, or teacher to clarify the matter.

I understand the contents of the handbook, I agree to abide by all of the school rules.

Please sign and submit this page to TCA principal.

My child, _____ and I have reviewed the West
(print student name)

Mifflin Area School District's Titan Cyber Academy's handbook for the 2021-2022 school year.

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Signature: _____