West Mifflin Area School District
Titan Cyber Academy
Family/Student Handbook
2025-2026

West Mifflin Area School District Titan Cyber Academy Student Handbook

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 or hybrid 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 K-12 students with knowledge, skills, and confidence to meet the demands of the 21st Century.

This handbook is designed to serve as a supplement to the West Mifflin Area School District's Board policy, and all WMASD building level handbooks. Rules, regulations, and policies as outlined in each building level handbook and West Mifflin Area School District policy, apply to Titan Cyber Academy students accordingly. Building level handbooks and District policies can be found on our District website: www.wmasd.org. Information specific to TCA students is published in this supplemental handbook which will help students succeed in the online learning environment. All TCA students must sign the TCA Handbook and Building level handbook to acknowledge their understanding of the rules and policies of TCA and their respective buildings.

Website: www.wmasd.org
Phone: (412) 466-9131
All staff email addresses are as follows: last name first initial @ wmasd.org

- Example: Robbie Yeschenko is: yeschenkor@wmasd.org

Titan Cyber Academy
91 Commonwealth Avenue
West Mifflin, PA 15122
c/o Robbie Yeschenko

Mascot: Titan

Colors: Blue and Gold

TCA Principal:
Robbie Yeschenko
Email: yeschenkor@wmasd.org
Phone: 412-466-9131 x 1003

TITAN CYBER ACADEMY (TCA)

West Mifflin Area School District's Cyber Academy (TCA) supports the needs of ALL K-12 learners through:

- Synchronous, Asynchronous, and Hybrid (In-Person/Online) 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 and Interventions for each child
    - In-person hybrid learning
- Strong Communication and Partnership between TCA staff and TCA Families
- TCA extra-curricular activities and building level extra-curricular activities
- Providing Free and Appropriate Educational Technology to meet all at-home learning needs

Getting Started with Student Orientation

Prior to beginning any courses in TCA, all students will be required to attend an in-person intake meeting with members of the TCA staff. The intake meeting will help the student understand the expectations for online success. The child will also become acquainted with the computer operating system.

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 a specific class or multiple classes
- In-person and/or tutoring for any child falling behind-appointments required
- Special Needs support for ALL IEP students

  - IEP-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, who need 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 are highly qualified to work with IEP students and support their success.

  - 504

    TCA is required to provide a free appropriate public education for school age children who have been identified with a 504 plan and in need of specially designed instruction. IN most cases, TCA has the ability to fully service students in the cyber educational setting through interventions to meet individual student's needs.

  - 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 fully service GIEP students in the cyber educational setting through academic enrichment and enhanced activities to meet and exceed GIEP goals.

  - 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. ESL services can be provided through an online virtual format.

- 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.

- Tutoring and Enrichment Interventions for ALL students

  TCA instructors are equipped to meet the needs of all children by providing tutoring services to those who need extra help. Tutoring is offered in-person or through a virtual meeting. TCA instructors will also work to enrich the curriculum for advanced learners capable of exceeding the grade level standards. Enrichment may take place through projects, virtual/in-person meetings, and/or activities and events.

TCA Handbook

Academic Instruction, Assessment, and Evaluation

Elementary/Middle Level Instruction (K-8): all K-6 students will follow a similar format for daily instruction. Instruction will be provided by a highly qualified PA certified teacher. Instruction will be conducted live each morning with at least a 20-30 minute, large group lesson. Time varies depending on age/material. Topics will vary each day and follow the grade level District curriculum. Students will then have small group or individual meetings throughout the day with the teacher to enrich each child's understanding of the material. In addition to the live sessions, students will be expected to independently complete daily asynchronous assignments. All teachers will use the Schoology Learning Management System.

High School Secondary Instruction (Grades 9-12): all students in grades 9-12 will work asynchronously on course material. All classes will use Schoology as the learning platform. Courses will follow the District approved curriculum. Students and teachers will work together to schedule times for virtual support if necessary.

TCA students must 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 will be administered on a specific testing schedule designed by the District to use the data to improve the educational outcomes of each student. By PDE policy, students must take the test under a certified test administrator and within the school setting.

All TCA students will be graded as if they were an in-person student with the same grading framework. Classroom assessments, benchmarks, and diagnostic testing are required online as well as in-person. Any student not meeting an acceptable level of academic progress is subject to daily, weekly, monthly progress review meetings (Virtual or In-person) to allow the educational team to design and agree upon academic interventions and strategies. Failure to meet this requirement or to improve may result in the student being moved back to the in-person setting.

Assignments

Assignments are to be completed as described by each teacher. Teachers will individually grade assignments based upon the student's ability to meet the assignment description. Students must complete work in the timeframe set by the instructor. Exceptions to this rule must be agreed upon by the IEP team, the gifted team, the 504 team, or the teacher and family. Work that is missing 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 lies with the student and should be completed in a timely manner as described by the individual teacher.

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. Students are required to attend live synchronous sessions when offered by the teacher. With teacher permission in advance of the live session, students may opt out or be excused from live sessions without penalty.

K-12 Cyber students follow the exact schedule as the in-person students within each building in terms of holidays, school closures, and early dismissals. Two-hour **delays do not apply** to cyber students.

If absent from school, TCA students must submit a digital excuse via the District website: www.wmasd.org under Titan Cyber Academy within two days of the absence. All K-12 students must log into TCA Homeroom via Schoology and complete the daily attendance survey each school day before 9:30 A.M. Failure to do so will result in an unexcused absence. The absence will remain unexcused unless a digital excuse is submitted within two days. Excuses must meet the standard set by the District and described in the building level handbook. FAILURE to meet attendance requirements will result in a referral to the magistrate and a return to in-person school.

Career Technical Education

- Steel Center (www.steelcentertech.com) Steel Center for CTE / Homepage (steelcentertech.com)
- Mon Valley Career and Technical Center (https:monvalleyctc.org) (Mon Valley CTC – Your Future Starts Here)
- All cyber students that attend a CTE school must attend the CTE school in-person. Students have the option of catching the school bus from the high school cafeteria at approximately 11:15 AM or can provide their own transportation to the CTE school.

Counseling and Student Assistance Services

The services of the school counselors and Student Assistance Coordinator are available to all TCA students. Parents 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. TCA guidance counselors are the same counselors a student would have if they were attending their in-person school. Counselor names are listed on each school's website.

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 interfere 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.

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 online and in-person meetings. Students are required to show their face for live sessions. TCA uses the Schoology live meeting feature to protect students from being seen by anyone except the meeting organizer (teacher).

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. Students are required to use their West Mifflin Area School District email for communication with teachers and staff.

WMASD email is the student ID# @wmasd.org. Students should log into the email through Office 365 on the student page of the District website.

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.

Library Information Center

The West Mifflin Area School District Library Information Center provides our students with 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. On 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 building level librarian. ALL TCA students are encouraged to use their building's library resources. TCA students can visit their respective school's libraries at almost any time throughout the typical school day. Please make an appointment with the school library no later than 9AM that day. A link to each building's virtual library is available in each TCA Homeroom.

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.

Student Photos

Individual student pictures will be taken during the fall. TCA Students will receive notices in advance of the photo sessions. Picture money and necessary forms must be returned promptly 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.

Technology Applications

Throughout the school year, students will use various learning apps to supplement and personalize each child's educational pathway. K-12 app use varies but here is a list of common apps that will be used throughout the year.

- Office 365
- Schoology
- Spring Math
- HMH Math
- Number Corner
- Wonders
- CDT
- Acadience

Technology Support

All technology issues must be reported directly to the WMASD Technology Department. The tech department will be happy to assist you as quickly as possible. Dial (412) 466-9131 and use the following extensions:

Tech Director: x 3020

High School: x 1333, Middle School: x 3333, Clara Barton: x 4333, Homeville: x 7333

Transition to and from TCA

Before starting any courses in TCA, all students must attend an in-person intake meeting with TCA staff members. The orientation will help the student understand the expectations for online success. The child will also become

acquainted with the computer operating system. Students may transition into TCA only within the first week of each quarter. Exceptions to this rule may apply in extraordinary circumstances or if a student has endured a major life crisis. The same holds true for a TCA student who wishes to enroll in our in-person learning program, unless an extraordinary situation exists, the child must wait until the end of the nearest quarter grading period. If a student wishes to enroll in TCA or out of TCA due to a medical condition, such as anxiety, a doctor's note is required. An exception may be made to the doctor's note with the family agreeing to Student Assistance Program services (SAP) and/or a mental health evaluation and agreement to the recommendations of the mental health provider's recommendation. If an IEP student wishes to enter TCA, an IEP team meeting must be held prior to enrollment, to determine the necessary resources to help the child succeed in the online environment.

Any student not meeting an acceptable level of academic progress is subject to daily, weekly, monthly progress review meetings (Virtual or In-person) to allow the educational team to design and agree upon academic interventions and strategies. Failure to meet this requirement may result in the student being transitioned back to in-person school.

TCA ACTIVITIES, ATHLETICS, ORGANIZATIONS and ELIGIBILITY STANDARDS

Students enrolled in TITAN Cyber Academy may participate in all activities and organizations sponsored by their home school when academically and behaviorally eligible. Academic eligibility will be assessed each week. Failure to uphold a 1.75 weekly GPA deems a student ineligible.

Activities

TCA students will be presented with numerous academic and social opportunities both in-person and virtual. Students must meet academic behavioral eligibility expectations to attend. The expectations are defined by the District and noted below by the Eligibility requirements.

Assembly Programs and TCA Activities

Assembly programs are an important part of school life in-person and virtual. Good conduct during the assemblies is required. This conduct will be based on good manners and the 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. Students must maintain at least a 1.75 GPA to participate with consistent school attendance.

Field Trips

Field trips will be available to TCA students both in-person and virtually. Our goal is to enrich our educational experience. All school rules, policies, and eligibility requirements fully apply to students throughout a trip. This includes overnight and/or overseas trips.

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

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

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

Audio/Visual	Home Economics
Cheerleaders (7-8)	Student Police Academy
Chorus	Ski Club
Crafts for Charities	Stage Crew

Student Council
Student Leaders
Poetry Club
Gold – Girls Only Leadership Development
GLSA – Gay Lesbian Straight Alliance

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

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)
Flag Football (Girls 9-12)
Bocce Team (9-12)

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 1.75 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 1.75. Physical education is not calculated 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

Educational Technology and Resources

Students enrolled in TITAN Cyber Academy will depend on educational technology daily 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/transcript/diploma until such debts or obligations are paid.

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 expect privacy in the materials 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 created, sent, and/or received using the WMASD email system are 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)

This policy's purpose is to define the responsibilities of district students as technology users.

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 technology applications will be called 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 accessible to others and will remove any material which the District, as its sole discretion, believes 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 arising from a

user's account are the account holder's responsibility. 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 <u>not permitted</u> to use their own laptop computers in school. If for educational reasons a student feels the need to have a personal laptop 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 ***<u>no</u>*** responsibility for personal computers.

West Mifflin Area School District
Titan Cyber Academy
2025-2026

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. I understand this TCA handbook serves as a supplement to the District policy and all building level handbooks within the West Mifflin Area School District-meaning all West Mifflin Area School District and building policies apply to TCA students.

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. *I/we understand that failure to meet academic expectations and to uphold this pledge in the TCA online learning environment, may result in a transfer to in-person learning.

I understand that I must return school issued equipment and devices upon withdrawal or transfer in a timely manner and in good condition or I will be subject to financial penalty to replace the items.

Please sign and submit this page to the 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 2025-2026 school year.

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Signature: _____

Equipment/Materials that must be returned:

_____

_____

_____