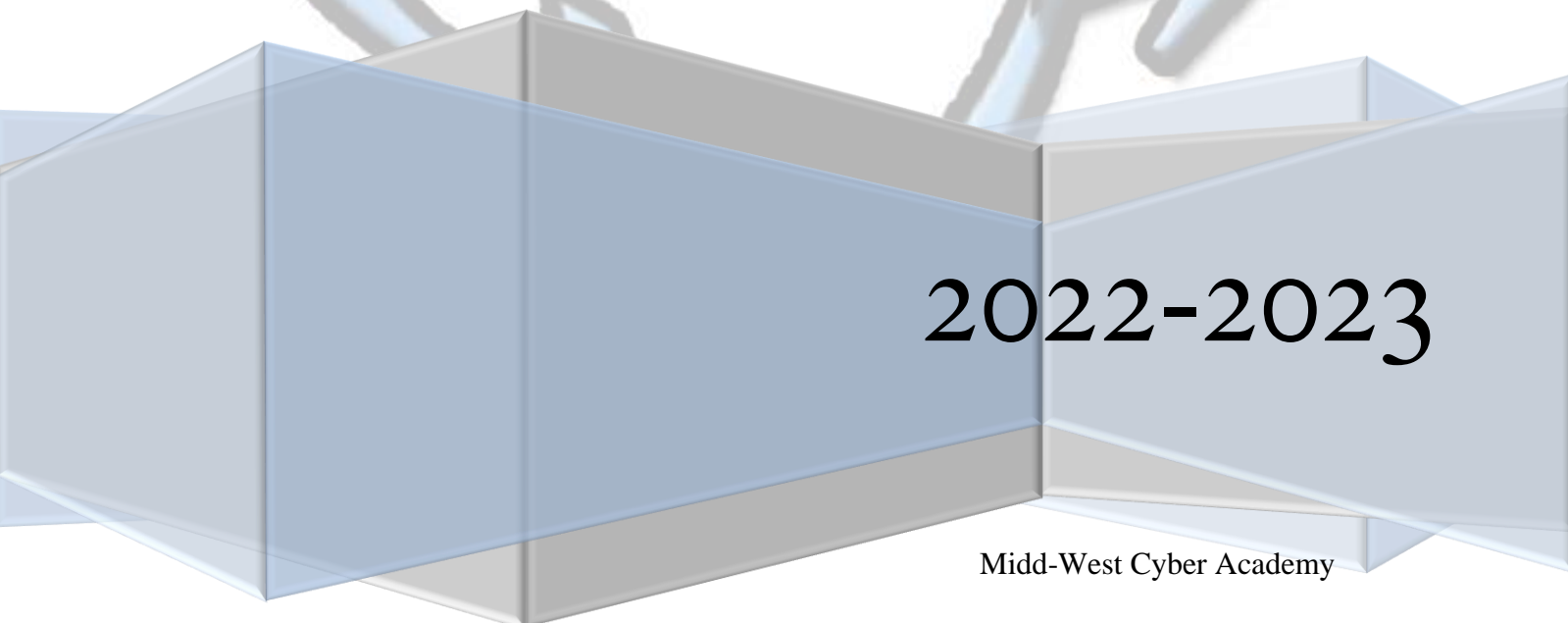




# **Midd-West Cyber Academy**

**Cyber Student Handbook—Grades 6-12**



**2022-2023**

Midd-West Cyber Academy

# Table of Contents

<a href="#"><u>Calendar</u></a>	Page 2
<a href="#"><u>Administration/Contacts</u></a>	Page 3
<a href="#"><u>Mission Statement</u></a>	Page 4
<a href="#"><u>Cyber Academy Program</u></a>	Page 4
<a href="#"><u>Program Overview</u></a>	Page 4
<a href="#"><u>Attendance Policy &amp; Absences</u></a>	Page 6
<a href="#"><u>Required Assessments</u></a>	Page 8
<a href="#"><u>Orientation/Meeting</u></a>	Page 8
<a href="#"><u>Academic Integrity</u></a>	Page 10
<a href="#"><u>Offline Activities/Grading</u></a>	Page 11
<a href="#"><u>Behavior/Transportation</u></a>	Page 12
<a href="#"><u>Use of School District Property</u></a>	Page 12
<a href="#"><u>Internet Access/PA Law/Technical Issues</u></a>	Page 13
<a href="#"><u>Career Readiness Indicators</u></a>	Page 13

# School Calendar



## Mid-West School District 2022-23 School Calendar

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
					4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August		
In-service - 2.33		Instructional - 7
15	New Teacher Induction	
17-18	Teacher In-service	
18	Back-to-School Night / Kindergarten Orientation ME and WSE	
23	First Day of School	
September		
5	Labor Day - No School	
15	MS/HS Open House	
In-service - 1		Instructional - 20
October		
10	Columbus Day - No School Teacher In-Service	
26	Last Day of 1 <sup>st</sup> MPD	
In-service - .67		Instructional - 17
November		
1	WSE Evening Parent Conferences - 4:00 - 7:00	
2	ME, MWMS, MWHS Parent Conferences - 4:00-7:00	
3	ACT 80 ½ Day - 12:15 Dismissal Parent Conferences 1:00-6:00	
4	No School	
23-28	Thanksgiving Break - No School	
In-service - 0		Instructional - 16
December		
22	12:15 Dismissal	
23-30	Winter Break - No School	
In-service - 1		Instructional - 20
January		
2	Winter Break - No School	
13	Last Day of 2 <sup>nd</sup> Marking Period	
16	Teacher In-service	
In-service - 0		Instructional - 19
February		
17	Act 80 Day - No School for Students Parent Conferences	
20	President's Day - No School = 1 <sup>st</sup> Snow Make-up Day	
In-service - 0		Instructional - 23
March		
17	Act 80 Day - No School for Students	
21	Last Day or 3 <sup>rd</sup> Marking Period	
In-service - 0		Instructional - 18
April		
7	Spring Break - No School	
10	Spring Break - No School = 2 <sup>nd</sup> Snow Make-up Day	
In-service - 1		Instructional - 19
May		
25	Last Day of School - ½ Day for Students 11:15 Dismissal	
26	Teacher Full-Day ~ In-service **Graduation**	
In-service - 6	Totals	Instructional - 180

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Administration:**

Mr. Joseph Stroup – Superintendent  
Dr. Dane Aucker – Director of Curriculum, Instruction, & Technology  
Mrs. Erin Slater – Director of Special Education  
Mr. Edward Gunkle – High School Principal  
Mrs. Julie Lohr – High School Assistant Principal  
Mr. Jeremy Brown – Middle School Principal

**Guidance:**

Mr. Chris Blockus – High School (Last Name A – G)  
Mrs. Holly Rorke – High School (Last Name H – P)  
Mrs. Jessica Spaide – High School (Last Name Q – Z)  
Ms. Hayley Brown – Middle School

**Midd-West Cyber Academy:**

Mrs. Erica Wagner – Program Coordinator

**MWCA Staff:**

<b><u>Teacher /Monitor:</u></b>	<b><u>Email Address:</u></b>	<b><u>Subject:</u></b>
Mrs. Amber Bardell	<a href="mailto:bardell.amber@mwsd.cc">bardell.amber@mwsd.cc</a>	English
Mrs. Mindy Callender	<a href="mailto:mcallender@mwsd.cc">mcallender@mwsd.cc</a>	Science
Mrs. Marcie Cramer	<a href="mailto:mrcramer@mwsd.cc">mrcramer@mwsd.cc</a>	Health
Mr. Dave Fadale	<a href="mailto:dfadale@mwsd.cc">dfadale@mwsd.cc</a>	High School Math
Mrs. Gretchen Powell	<a href="mailto:gpowell@mwsd.cc">gpowell@mwsd.cc</a>	Electives
Mrs. Andrea Seebold	<a href="mailto:aseebold@mwsd.cc">aseebold@mwsd.cc</a>	Electives
Mr. Zane Simpson	<a href="mailto:simpson.zane@mwsd.cc">simpson.zane@mwsd.cc</a>	Middle School Math & Social Studies/Electives
Mrs. Kathy Troutman	<a href="mailto:ktroutman@mwsd.cc">ktroutman@mwsd.cc</a>	PE Log/Electives
Mr. Pete Voss	<a href="mailto:pvoss@mwsd.cc">pvoss@mwsd.cc</a>	High School Social Studies

### **MISSION STATEMENT:**

The Midd-West Cyber Academy provides an individualized quality education to those students that benefit from a non-traditional learning environment.

### **MIDD-WEST CYBER ACADEMY PROGRAM:**

At the Midd-West Cyber Academy, we pride ourselves in engaging our students in a highly motivational, student-centered educational program. The program is built on basic education principles that utilize the latest information and communications technology to promote student achievement and foster higher-order-thinking and problem-solving skills. Students can collaborate with teaching professionals, guidance counselors, and other students to ensure they can master essential content skills. The goal of MWCA is to provide students with an opportunity to build a strong foundation to prepare them for their futures.

### **Discrimination Statement**

Non-Discrimination – No student will be denied access to a free and full public education because of race, religion, sex, handicap, or national origin.

Freedom of Expression – Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school, encourages unlawful activities or interferes with another individual's rights.

The Midd-West School is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, gender, age, national origin, or disability.

### **PROGRAM OVERVIEW:**

The Midd-West Cyber Academy (MWCA) is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The MWCA recognizes the value of online learning yet continues to believe interaction with professional educators truly extends learning to a higher level. MWCA offers a non-traditional learning program that includes a variety of interactions with professional educators and opportunities to interact with peers of the students' own age.

The academic program is standards-based. The standards aligned curriculum requires the students' demonstration of mastering specific skills that emphasizes proficiency in all curricular activities whether acquired through online or local learning. Students participating in the MWCA demonstrate their proficiency through products, portfolios, and exhibitions that require the student to apply what has been learned, as well as mastering assigned content assignments. Academically, students participating in MWCA range from those who have a sound skill base in all areas to those who have been identified as having learning disabilities.

**Goals:**

Offer a non-traditional learning environment that follows the mission of the Midd-West School District.

Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Midd-West School District.

Provide students who select MWCA an opportunity to participate in a blended learning program that includes personal opportunities to interact with professional educators and opportunities to interact with peers.

Establish flexible individualized learning plans for participating students that are consistent with Pennsylvania Academic Standards and graduation requirements of the district.

Utilize a web-based, standards aligned curricula in addition to products, portfolios, and exhibitions as a means of assessing students' mastery of competencies in order to advance to higher learning.

Allow students ownership and responsibility for their academics.

**Midd-West Cyber Academy**

Registration for MWCA begins with the High School or Middle School guidance counselors and Program Coordinator to determine what courses each student needs to take. Coordination of courses is a collaborative effort of the guidance counselors and the Program Coordinator. Students must first be registered with the district.

**Program Enrollment**

Students enrolling in the program and their parents must sign a contract with MWCA. Parents will also be required to create an Edmentum parent account.

**Probationary Period**

New and re-enrolling students to the Midd-West Cyber Academy (MWCA) are subject to a probation period. All students will do a transition day to join MWCA. During this two (2) week period, students will be evaluated daily for online attendance, submitting offline activities, required meetings, completion of online assignments, and cooperation with the Program Coordinator. If any procedures or policies are not followed, the student will be removed from the program and will be sent back to their "brick-and-mortar" building.

If a student decides to withdraw from the Midd-West Cyber Academy (MWCA) program during the probationary period, he/she must return to the "brick and mortar" building within the first two (2) weeks of the program. After the two (2) week period, the student should remain in the

program until the next nine (9) week marking period, unless administration determines otherwise. Any subsequent exit or entry to the program should take place at the beginning/end of a marking period unless administration determines otherwise.

### **ATTENDANCE POLICY:**

Compulsory education laws require all children between the ages of 8 and 17 to attend school. Students are expected to be in school. Regular attendance is in the best academic interest of the student and increases the likelihood that he or she will be successful in the classroom.

**Any student in the Midd-West Cyber Academy Program, who is absent or unable to work for any reason, must contact the Program Coordinator/Cyber School Monitor immediately.**

**Attendance will follow a two-tier model. Attendance monitoring is conducted when students are behind pace and/or failing courses. If a student is on pace and passing their courses, students will be marked as present for that week of school. If a student is failing and not on pace to complete their schoolwork,** attendance will be taken weekly for the current Monday thru Friday period; students are required to do online work 40 minutes per day, per class, however more time may be needed to stay on pace and passing. Daily and/or weekly reports are generated using Edmentum/Plato software to ensure that the student is meeting time, grade, and completion requirements. Student designed plans can be considered.

### **Absences:**

If you are absent or unable to work for any reason, the Program Coordinator must be contacted immediately. **Excuse notes must be turned in to your building attendance secretary within 72 hours of the absence.** In the event no note is received, the absence shall be recorded as illegal. Excuses must include the student's full name, reason for absence, date of absence, and the parent signature.

The Board and PA school law considers the following conditions to constitute excused absence from school: illness, quarantine, recovery from accident, required court attendance, death in family, and family educational trips.

The district reserves the right to require a doctor's excuse for any questionable period of absence. These shall include medical or dental appointments, court appearance, family emergency and extracurricular activities participation.

### **Excessive Absences:**

- a. After seven (7) days of absence not covered by a physician's excuse, a general letter will be sent to the parents/guardians stating that the number of absences is significant and additional absences could result in requiring a medical excuse.
- b. After ten (10) days of absence not covered by a physician's excuse, a certified letter will be sent to the parents/guardians stating that all future absences must be verified by a physician's statement.

- c. Following the mailing of the ten (10) day certified letter, a physician's excuse will be mandatory for all absences thereafter. Unexcused and unlawful absences are those due to truancy, parental negligence, and unlawful employment. Under the compulsory attendance laws, the parents/guardians of a student who has accumulated three (3) unexcused absences and is within the compulsory age limits are to be served a first offense legal notice. Any subsequent unexcused absence then makes the parents/guardians subject to prosecution.

Chronic truancy will be referred to the proper agency for further legal action or after all reasonable avenues have been explored, including alternative educational programs, expulsion proceedings will be initiated.

Failure to turn in a doctor's excuse will result in an illegal day. Three illegal days will result in a First Notice being sent. Any illegal absences after the First Notice will result in a citation being issued through the district magistrate.

Presenting a doctor's excuse for a medical appointment will not be counted in the first ten (10) allowable days of absence.

#### **Make-up work:**

Students who are absent from school must arrange for make-up hours to complete all required assignments. Generally, daily assignments should be made up in the same number of days the student was absent. Tests should be completed within one (1) week of the student's return from illness. In the event of extended illness, the student should make arrangements with the Program Coordinator to complete all work missed in a reasonable length of time.

#### **Educational Trips:**

District Policy permits students to take educational trips during the year as long as the total does not exceed five (5) day.

The parent or guardian must pick up an educational request from the home school and submit at least **3 school days** prior to the trip, and the student is responsible for making up all assignments during the period of absence.

The Coordinator/Administrator reserves the right to grant approval for excused days based on the student's attendance record and academic standing. (Students must not be failing any subjects or have missed more than 10 days of school).

Excused absences for educational trips will not be granted during state assessment/achievement testing periods.



## REQUIRED ASSESSMENTS:

MWCA Students must participate in the Pennsylvania System of School Assessment (PSSA) and/or Keystone exams, according to state requirements.

## ORIENTATION/FACE TO FACE MEETINGS:

All students and their parent /guardian are required to attend the orientation meeting. At this meeting the student will learn how to log on to Plato and how to trouble shoot for technical issues.

Students will be assigned IDs and passwords.

The Program Coordinator will discuss the program outline and requirements. Students are encouraged to ask questions about the courses they are enrolled.

## ACADEMIC EXPECTATIONS:

Status	Recommended	Actions
Probation Period	<ul style="list-style-type: none"><li>• Work on scheduled courses 40 minutes per day, per course (Monday-Friday)</li><li>• Review the “<b>Progress Reports</b>” daily for the first two weeks to show appropriate growth and attendance.</li></ul> <p><b>**Student designed plans can be considered</b></p>	Daily review of progress and attendance.  If requirements not met within the first two weeks, student will return to brick and mortar school.
Full Privileges	<ul style="list-style-type: none"><li>• Work on scheduled courses 40 minutes per day, per course (Monday-Friday) or show program completion and competency</li><li>• Review the “<b>Progress Reports</b>” weekly show appropriate</li></ul>	Follow MWSD attendance procedures along with student pacing guide to determine time on task and work completed. Students who have an A/B Average and are on pace to complete the program will receive internet reimbursement along with letter explaining why or why not a student did or did not receive reimbursement.

	<p>growth and attendance.</p> <ul style="list-style-type: none"> <li>• If a student will not be able to log on, a written excuse by the parent/guardian must be emailed to the MWCA Program Coordinator within 48 hours.</li> </ul>	<p>Student is eligible to participate in extra-curricular activities.</p>
<p>Warning</p> <p>Warning, continued</p>	<ul style="list-style-type: none"> <li>• When students have missed any 5 school days excused or unexcused in a marking period.</li> <li>• Failing 2 or more subjects</li> <li>• Not on pace to complete courses</li> </ul>	<p>A scheduled “face to face” meeting with the Program Coordinator will occur. Some extra-curricular opportunities may be denied. Student will be required to attend Cyber classes at brick-and-mortar school.</p> <p>Ineligible to participate in extra-curricular activities.</p>
<p>Removal</p>	<ul style="list-style-type: none"> <li>• If a student has ten consecutive absences (age 17 or over) without having a written excuse.</li> <li>• No educational progress for two unexcused weeks.</li> <li>• Not attending a scheduled “face to face meeting” with the MWCA coordinators</li> </ul>	<p>“Face to face” meeting with the Program Coordinator to discuss removal from the program and return to brick-and-mortar school.</p>

## **ACADEMIC INTEGRITY:**

The Midd-West Cyber Academy (MWCA) supports student learning and academic achievement by encouraging students to produce their own best work, done with integrity and displayed with the best academic ethical behavior. Students are required to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as testing situations. Grades should reflect a student's own work. A lack of academic integrity is cheating. Cheating will be defined as doing or attempting to do any of the following: copying and/or sharing assignments, plagiarism, cheating on exams or projects (whether written or electronic), and/or forgery/stealing. In addition, any student allowing another person to complete an assignment is considered in violation of the academic integrity protocol. Consequences are at the discretion of the district and may include redoing assignments, alternate assignments/assessments, and completing assignments in-house.

### **Copying/Sharing Assignments:**

Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

### **Plagiarism:**

Plagiarism is the willful submission of any work that is not the student's own. It also includes the submission or use of falsified data or records. Plagiarism is further composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published, or unpublished, by a person other than the student. Plagiarism may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student's work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else's thought without proper acknowledgement.

MWCA instructors use a tool called Turnitin.com, which searches the entire internet world and finds any copied and plagiarized writing. Students caught plagiarizing will receive a disciplinary referral. If a student receives three disciplinary referrals within the same school year, the student will be removed from MWCA and placed back in the brick-and-mortar building.

### **Cheating on Exams or on Major Project:**

Any use of unauthorized materials including textbooks, notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor. It also includes supplying or including textbooks, notes, calculators, or computer programs during an examination or major project.

**Forgery/Stealing:**

Any unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or gradebook records or forgery signatures for the purpose of academic gain as well as sabotaging or destroying the work of others.

**OFFLINE ACTIVITIES:**

Offline activities are considered “homework” and are in addition to the 40 minutes per day, per class you spend online.

Offline activities correspond with online work

Offline assignments are graded and will be counted toward the final course grade.

Completed offline work must be turned into the subject teacher or monitor at the completion of each unit. **Delivery of work must be coordinated between the student and subject teachers/monitors.** This is often accomplished online.

Offline activities are required to be turned in 1 week prior to the end of each Semester and 1 week prior to the end of the school year. Teachers will remind students of due dates for assignments.

**Cyber Support:**

Student may schedule time with teachers for tutoring possibilities

Students may be required by the teacher to schedule tutoring, test taking, or on-line sessions.

**Grading System and Report Cards:**

Explanation of our grading system:

92-100 = (A) Excellent

83-91 = (B) Good

74-82 = (C) Average

65-73 = (D) Fair

> 65 = (F) Failing

I = Incomplete

P = Pass

F = Fail

An Incomplete is given only in those cases where illness, emergency, or by pre-arrangement and the student has not been able to complete his/her assignments. The incomplete work becomes a zero if not completed by the next marking period and is averaged with the other grades of the previous marking period.

## **BEHAVIOR:**

School regulations are always in effect on any or all school grounds – immediately before or after school, at school activities, on the way to or from school, or off school grounds at a school sponsored event.

All students (whether in the “brick and mortar” building or the Midd-West Cyber Academy) are expected to conduct themselves in a manner that enhances the educational opportunities for all students and allows for a maximum learning environment. To create and provide these learning opportunities in a safe and orderly environment, students must develop a respect for property, law, academic environment and for each other. Respect for these areas may only be developed by students through awareness of the **acceptable norms and acquisition of good discipline**.

## **TRANSPORTATION:**

Students are responsible for getting to and from the school for orientation, meetings, computer issues, required assessment testing etc. The Midd-West School District assumes no transportation responsibilities for orientation or face to face meetings. A regular bus route will be assigned to MWCA students.

If a student is required to attend MWCA in the building, regular district transportation shall be used.

## **BORROWING/USE OF SCHOOL DISTRICT PROPERTY:**

Any technology which students are accessing belonging to the school district is the responsibility of the parent or guardian. This does not include maintenance and updates.

If a student is removed from the program or has completed all assignments, the borrower must return all equipment within three (3) business days. If equipment is not returned or is returned damaged, the parent or guardian is responsible to replace equipment or legal action may be taken.

Equipment on loan from Midd-West Cyber Academy (MWCA) should be maintained and returned in the same physical condition as when you received it.

Additional software and hardware is not permitted to be installed on the equipment. The only items that may be attached and installed to the computers are printers, if applicable.

The only software allowed to be installed is that of your Internet Service Provider.

If equipment malfunctions, you should call your program coordinator to explain the problem and find support. The equipment may need to be brought back into the school if service is needed.

You may not have anyone else work on the computer as it is considered Midd-West Cyber Academy (MWCA) property and if damaged, you would be held responsible for repair/replacement costs.

You are responsible for backing up information if service is needed. Any files, pictures, or personal information could be erased when brought into the Technology Department for service. Midd-West Cyber Academy (MWCA) is not responsible for personal information that is saved on the computer.

### **INTERNET ACCESS:**

All students enrolled in the Midd-West Cyber Academy (MWCA) must be equipped with a high-speed internet connection. DIAL UP is not an option.

Plato software is very complex and requires a high-speed connection to work properly. MWCA **may** provide high speed internet connection upgrade reimbursement. The reimbursement will only be paid for students who remain in good standing each semester (passing classes / no attendance issues). Payments will come from the district office at the conclusion of each semester and with the approval of the Program Coordinator.

*\*Only one reimbursement will be paid per household/family.*

**\*\*\*Unpaid Obligations will be deducted and balance due forfeited.**

### **Personal Equipment/Technical Issues:**

Students using their own personal equipment to complete their assignments are responsible for maintenance on their computer. The Midd-West Cyber Academy (MWCA) is not responsible for any personal equipment failure because of a hardware or software issue.

If there is a technical problem, the Program Coordinator must be notified immediately, and a resolution must be sought within three school days.

### **CAREER READINESS INDICATORS (Pennsylvania Law--Chapter 339):**

- By the end grade 8, the student has a career portfolio containing at least two pieces of additional evidence in each of the following: grade 6, grade 7, grade 8. Evidence shall be collected in a manner that validates that all four strands of the CEW standards have been meaningfully addressed. One of the pieces of evidence for the 6-8 grade band must be the student's individualized career plan.
- By the end of grade 11, the student has a career portfolio containing at least two pieces of evidence each year, collected in the 9-11 grade band that validates all four strands of the CEW standards have been meaningfully addressed. At least two of these pieces of evidence for the 9-11 grade band must demonstrate implementation of the student's individualized career plan.

### **Plato Support:**

Technical Support Phone: 1-800-869-2200 / PLATO Support Web Site: [support.plato.com](http://support.plato.com)