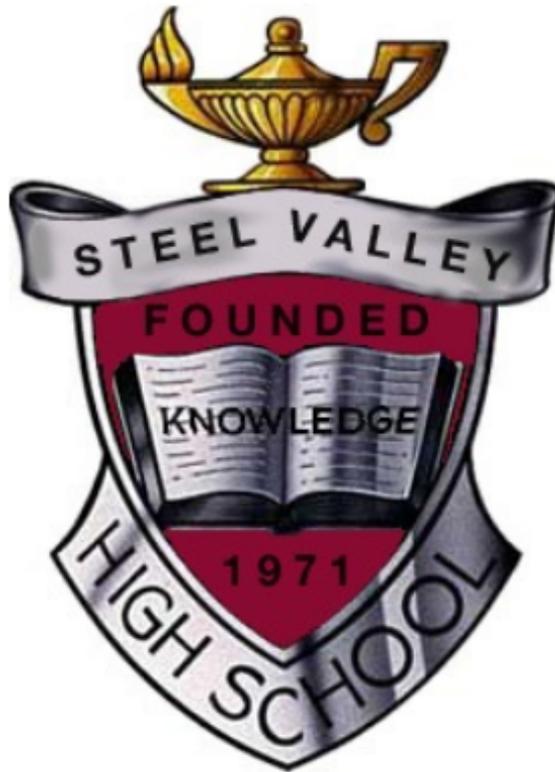


Steel Valley School District



Steel Valley Online Program Kindergarten - 12th Grade

Parent/Student Handbook 2018 - 2019

**Franklin Education Center
220 E. Oliver Road
Munhall, PA 15120**

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About This Handbook

The material contained in this handbook has been prepared to inform parents and students of the offerings at the Steel Valley Online Program Parents are urged to consult with principals and counselors concerning any point that is not made clear. Classes offered and credit amounts may be modified once a master schedule and daily period schedule have been developed.

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EQUAL RIGHTS AND OPPORTUNITIES POLICY

The Steel Valley School District is an equal opportunity education institution and will not discriminate on the bases of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

Publication of this policy is in accordance with state and federal laws including the Americans with Disabilities Act, Title VI, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures or information regarding services, activities and facilities that are accessible and usable by handicapped persons, contact Mrs. Diana Borges, Director of Special Education and Pupil Services, at Steel Valley School District, 3113 Main Street, Munhall, PA 15120. (412) 464-3600 x 1905

Mission Statement

The Steel Valley School District is rich in cultural diversity and unique in its heritage. The mission of the Steel Valley School district is for the school, home and community to collaborate to enable students to achieve standards, to encourage independent thinking and to become responsible citizens.

Vision Statement

The vision of the Steel Valley School District will continue to be viewed as community learning centers. Homes of students and residents will continue to be viewed as being part of the motivated learning community of students and adults. Academic standards and assessments anchors will function as the foundation of the educational program and students will be expected to master them. The standards and anchors will be integrated across the curriculum and students will be prepared to apply them in problematic situations. It is assumed in Steel Valley that as students acquire an understanding of the fundamental skills and content, they will display their talents as independent thinkers.

Belief Statements

The Steel Valley School district believes that...

- an educated citizenry is the foundation for a democratic society.
- students, family, school, and community all share in the responsibility for education.
- all people are capable of learning, and learning is a life-long process.
- all individuals have equal intrinsic worth.
- our Educational Program will foster enrichment, creativity, and a sense of self-worth.
- education is the primary means through which individuals and society create and adapt to change.
- the educational process requires active learning and innovation through the use of a wide variety of instructional methods and resources.
- high expectations, positive attitudes, and concerted efforts directly affect performance, and form the keystone for the entire educational process.
- role models are valuable because they affect behavior, learning, and achievement.
- the respect of others is directly inter-related to the degree one respects oneself.
- it is important for people to learn to work together because life is primarily interdependent.
- a safe, stimulating, comfortable, caring, and attractive environment is conducive to learning.
- effective governance and decision-making are based on mutual trust and respect and can be enhanced through a climate of open communications.
- fiscal responsibility requires the judicious use of all available resources.
- each person has his or her uniqueness, worthy to make special contributions.
- education is the foundation for a democratic society to achieve.
- all people are capable of learning in a variety of ways, at different times, but continually throughout life.
- children are the most important resource for a community.
- high expectations are critical for the success of education.
- education should foster/enhance creativity.
- the level of expectations has a significant impact on the level of achievement.
- the respect of others is directly related to the degree that one respects oneself.
- people need to get along with others.
- people need self-esteem.
- self-esteem is a basic need similar to food and shelter.

Message from the Secondary Administration

As we begin to plan for the next school year, you will find some changes to this course selection guide. All course descriptors have been reviewed to provide you and your students with the most information in order to make the best decision for your student's academic success.

At the Steel Valley School District, the goal of our faculty and staff is to provide your student with the skills to be college and career ready upon graduation. This process may look different for everyone, and it is important to have conversations about interests and post-secondary options and then base course selections on those conversations. As always, administration and your child's guidance counselor are available to assist in the selection process. Our teachers are also a valuable source of knowledge and can provide assistance as well.

Please know that pre-requisites are placed on courses where the rigor of the material is at an accelerated level, or a prior knowledge base is required for students to be successful. Pre-requisites may also include data that is given to the district based on benchmarking assessments or other forms of assessment. Please know that we always have your child's academic growth and success foremost in our placement process.

We are excited to begin the process of another successful and rewarding school year.

Mr. Bryan Macuga
Secondary Campus Principal
bmacuga@steelvalleysd.org
412.464.3600 x 2515

Mr. John Strom
Secondary Associate Principal
jstrom@steelvalleysd.org
412.464.3600 x 2505

Mr. Aaron Johnson
Secondary Associate Principal
ajohnson@steelvalleysd.org
412.464.3600 x 3505

Mr. Jason Novak
High School Guidance Counselor/
Cyber Enrollment
jnovak@steelvalleysd.org
412.464.3600 x 2521

Mrs. Sue Large
Middle School Guidance Counselor/
Cyber Enrollment
slarge@steelvalleysd.org
412.464.3600 x 3521

Mr. David Emro
Cyber School Coordinator
demro@steelvalleysd.org
412.464.3600 x 6003

Mr. Shawn McCallister
Athletics/Activities Director
smccallister@steelvalleysd.org
412.464.3600 x 2405

Message from the Office of the Athletics/Activities Director

The following will provide you with important information about NCAA Division I and II eligibility standards for athletic participation. This information is critical if your son/daughter plans on participating in college athletics at a Division I or II institution. You may obtain a copy of the NCAA Guide for the College Bound Student Athlete from your son's/daughter's guidance counselor or by contacting the NCAA. This guide provides summaries of various NCAA rules and offers guidance on many topics that are important for you to know. The NCAA Initial Eligibility Clearinghouse Information (i.e. brochure and students release form) is also available from your son's/daughter's guidance counselor.

Please feel free to contact the guidance office if you have any questions about any of this information. Also, feel free to contact the NCAA legislative services staff or the clearinghouse if you need additional assistance.

Shawn McCallister
Athletics/Activities Director

NCAA legislative services staff of the clearinghouse:

NCAA Initial Eligibility Clearinghouse
P.O. Box 7110
Indianapolis, IN 46207
Customer Service Line – (877) 262 – 1492

OR CONTACT THEM ON THE WEB AT:

http://web1.ncaa.org/eligibilitycenter/general/index_general.html

NCAA Eligibility Center Website and Services:

NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207

Note: Home schooled students should not send paperwork to the P.O. Box. Please send information to the overnight mailing address.

NCAA Eligibility Center
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

Toll-free phone number (U.S. callers) – Customer service line: 877.262.1492
Fax number: 317.968.5100

Online School Enrollment Process

New to the District

If student is not enrolled in the Steel Valley School District, the parent or guardian must contact Dianne Cain in order to register the new student with the school district.

Mrs. Dianne Cain
Registration Officer
dcain@steelvalleysd.org
412.464.3600 x 2700

After the registration process is finalized, a guidance counselor will contact the parent/guardian to schedule a meeting and assign the appropriate classes. Afterwards, a meeting with the Cyber School Coordinator will be necessary in order to transition the student into the online Program.

Current Steel Valley Students

A parent/guardian, as well as the student, schedules a meeting with an administrator, who will explain the program, process, and expectations, and who will provide applicable materials about the online Program. Once it has been established that the student will transition to cyber, a meeting with the school counselor is necessary to discuss entry and to build a schedule. Afterwards, you will meet with the cyber school coordinator to complete the necessary forms to obtain the required information and equipment.

Program Orientation

Prior to starting the schoolwork, all students must meet with the cyber school coordinator and complete the orientation program. Students and parents will receive login information, sample the site, and have the opportunity to ask questions pertaining to the online Program.

Academic Performance

All Steel Valley Online Program students must adhere to all school district academic requirements as set forth in Board policies and accompanying regulations, and in the Steel Valley School District K-12 Parent-Student Handbook. Online and building level classes are divided up into four (4) nine-week periods and a final exam.

Once enrolled in the Steel Valley Online Program, students must complete the quarterly assignments each nine-week grading period. Grades are entered each week according to the weekly work. Students will follow the grading procedures as documented in the Secondary Student handbook provided by the building principal. If a student falls more than 8% behind on class assignments, they will be required to come in to the Steel Valley Cyber Lab in order to get up to pace. Failure to do class assignments on time or not participating in the state exams may be grounds not to receive credit.

Steel Valley Online Attendance Policy

Parents/guardians are responsible for ensuring their child or children attend(s) school. Online Program students are expected to follow the Steel Valley School District Official School Calendar. Full-time cyber students are expected to log on to the courseware frequently and are expected to work 2.5 hours/ per week/ per course. Failure to login and communicate with the cyber school coordinator will result in unexcused absences. Students not attending school as mandated by law will be considered truant and are subject to local truancy laws and regulations.

Attendance Guidelines

1. Regular attendance of students is essential in order to complete the online course of study.
2. Excused absences (ED) are limited to medical excuses.
3. All other excused absences will be marked as an (AB). A student may be excused from school for the following reasons; illness or injury, a death or serious illness of a family member, religious holiday or other urgent reasons.
4. Assignments and tests missed during an absence are the student's responsibility
5. Students who miss 10 days in a row without an official doctor /dentist excuse will be notified in writing that any further absences must be substantiated by a medical excuse. **After 11 consecutive days of absences, the principal will be notified and the student may be withdrawn from the school district.**
6. Excuses other than medical may be considered illegal, unlawful, and/or unexcused with appropriate legal action to be initiated by the school. **If your child is under medical care, has had extended illness (more than four consecutive school days), or has been hospitalized, medical documentation should be forwarded to the school office.**
7. Parental excuses that are forged, altered, or signed by any one other than the parent/legal guardian of the student shall be considered illegal/unexcused.

Parents of students with ten (10) or more unexcused absences will receive a written letter and requested to come in for a parent meeting. Students and parents may be prosecuted of truancy as per the PA state law for any further unexcused absences. Please refer to page 27 of the Steel Valley Secondary Student Handbook for steps outlining the process for student attendance and unexcused absences.

Students in the Online Program have the option of coming into school to work in the Cyber Lab located in the Franklin Education Center. Failing grades and attendance concerns will result in required mandatory attendance in the cyber lab during open hours.

Activity Participation

Students must maintain passing grades and good attendance in order to be eligible to participate in Steel Valley's extra-curricular activities. Grades are recorded weekly and checked by administration. Students must stay up-to-date with their cyber assignments. Questions regarding eligibility can be directed to the Athletics/Activities Office.

Accessing School District Facilities

All students wishing to meet with the Cyber School Coordinator must sign in at the security desk and sign out from that location once the need for access has concluded. Students and their parents/guardians accessing school district facilities must conduct themselves appropriately; follow all school policies, rules and regulations; and are limited in scope to only those areas to which they are assigned and/or have been granted access to school district personnel.

Students wishing to access school district facilities during the school day shall be dressed in accordance with school district dress code policy and regulations.

Students wishing to access school district facilities during the school day must sign in and sign out at the applicable school's designated area.

Persons acting in violation of school policies, procedures, rules or regulations and/or refusing to cooperate with school district personnel will be dealt with accordingly.

State Assessments/Exams

Steel Valley Online Program students are required to participate in all state-mandated student assessments. Steel Valley will provide the exam time and dates, and students must follow all applicable procedures for accessing the school during testing sessions.

Community Service Hours

30 hours – Graduation Requirement – Grades 9-12

Steel Valley's BLAST, our acronym for "Bringing Learning and Service Together", represents a partnership with community agencies. We engage students as resources to meet community needs and improve student learning by experiencing service learning activities.

Senior Project

Graduation Requirement – Grade 12

Senior Cyber students are responsible for a senior project, which is a graduation requirement. At the beginning of the school year, seniors will receive criteria along with the due date regarding their Senior Project from the cyber school coordinator. After completion, the project should be turned into the High School office for review.

Extracurricular Activities

Steel Valley High School offers a multitude of activities, clubs, and athletics for student participation. We encourage all students to become involved with any programs in which they may have an interest. These programs were designed to reinforce the content areas via a fun, social, and informal setting. All programs we offer are school sanctioned and provide students unique opportunities that may not be obtainable in the regular classroom setting. Our programs are created based on student interest and will continue to evolve as an integral part of our school community.

Clubs

Clubs are co-curricular organizations which may be formed by the following methods:

(1) a group of students with the same interests who then obtain a faculty sponsor, or
(2) a faculty member who initiates a club, establishes members, then applies to the office for a charter.

- There are to be no secret fraternities or sororities or clubs that restrict race, creed or color; or clubs that promote a specific religious sect or political party.
- Club meetings will be called by club sponsors only, with the approval of the office.
- Clubs, organizations, and classes that conduct fund-raising campaigns must secure permission from the principal.
- Clubs and organizations may advertise approved events or campaigns by means of posters, however, posters are not to be pasted or taped to painted walls. The sponsoring group at the conclusion of the event must remove all advertisements.

The following clubs and sports are currently recognized by the Steel Valley High School/Middle School.

Art Club, Band, Choir, Creating Value, Drama Club, French Club, History Club, National Honor Society, Prom, SADD, Senior Class Officers, Spanish Club, Stand Together, Student Government, The Future is Mine

Fall Sports

Cheerleading, (Boys/Girls) Cross Country, Golf, Girls Volleyball,
Football (Varsity/Junior Varsity), Boys Soccer, Girls Soccer,
Boys/Girls Soccer (MS), Girls Volleyball (MS)

Winter Sports

Boys Basketball, Girls Basketball, Cheerleading, Swimming,
Wrestling (Co-Op), Bowling, 9th Grade Boys Basketball,
Boys Basketball (MS), Girls Basketball (MS), Cheerleading (MS)

Spring Sports

Baseball, Softball, Jr. High Boys Volleyball,
Boys Volleyball (Varsity/Junior Varsity)

School Policy

Students must adhere to all Board policies and accompanying regulations, school rules, and state law with regard to attendance.

Prerequisites are mandated for certain courses as listed in the Steel Valley Academic Handbook.

Students are graded in accordance with school district policy.

Student progress reports and report cards are issued in accordance with school district guidelines and procedures.

All Steel Valley Online Program students are eligible to seek participation in school district-sponsored afterschool programs by following all appropriate procedures and in accordance with all established policies, rules and regulations.

Withdrawal Procedures

Students considering withdrawing from the Steel Valley Online Program are urged to contact the Cyber School Coordinator to discuss the possibility of withdrawal.

Students withdrawing from the Steel Valley Online Program are required to attend an exit meeting. Students wishing to withdraw only from the Steel Valley Online Program are required to properly complete and submit a Steel Valley Online Program Student Withdrawal Form and return all books and equipment to the Cyber School Coordinator immediately upon withdrawal from the program.

Students also wishing to withdraw from the school district must, in addition to properly completing and submitting a Steel Valley Online Program Student Withdrawal Form, also complete a Steel Valley School District Student Transfer/Withdrawal form in the appropriate school counseling office and return all other applicable school equipment and materials.

Students who withdraw from the Steel Valley Online Program, but remain enrolled in the school district, must meet with the applicable school counselor to schedule their course of studies.

Students who withdraw from Steel Valley Online Program and/or the school district will be held responsible to remunerate the school district for any damaged or missing equipment and/or materials.

Sample Student Login Page

Three pieces of information are required in order to log into your Plato® account: *Account Login, Plato Name, and Password*. The account login name is created by Plato™ and provided to the school. *Everyone at the school will use the same account login name.*

1. Go to <https://ple.platoweb.com/Account/SignIn>
2. Enter your Account Login, Plato Name, and Password
3. Click Login



Edmentum Assessments

Edmentum
HIGHER ED

Account Login

PLATO Name

Password

Login

Clear

[Forgot your password?](#)

Announcements

PLATO Learning periodically performs scheduled maintenance on the PLATO Learning Environment® on Saturdays beginning at 8:00 p.m. Central Time through Sunday at 2:00 a.m. Central Time. PLE® may be unavailable during this time.

Click [Help](#) for complete information about logging in or running this application.

[Need a PLATO Account for Self-Enroll?](#) | [Privacy Policy](#) | [Contact Us](#)

Account Login:

STEEL

Plato Name:

Will be provided

Password:

Will be provided

Cyber Electives

Language Arts

Advanced English Literature and Composition
Advanced Reading Strategies
Essential Reading Skills
Fundamental Reading Strategies
Gothic Literature
Intermediate Reading Strategies
Miscellaneous Language Arts Resource
Mythology and Folklore
Professional Communications
Structure of Writing
Vocabulary and Reading Comprehension – Information and Expository Text
Vocabulary and Reading Comprehension – Stories and Literature

Social Studies

Advanced US History
African American Studies
Civics
Contemporary World
Holocaust Studies
Introduction to Anthropology
Introduction to Archaeology
Introduction to Philosophy
Introduction to World Religions
Native American Studies: Contemporary Perspectives
Native American Studies: Historical Perspectives
Agriculture, Food, and Natural Resources
Principles of Government and Public Administration
US Government
Women's Studies

Mathematics

Advanced Calculus
Integrated Math 1
Integrated Math 2
Pre-calculus
Probability and Statistics
Fundamental Mathematics

Arts

Art History and Appreciation
Music Appreciation

Performing Arts

Theatre, Cinema & Film Production

Science

Advanced Biology
Advanced Chemistry
Environmental Science
Integrated Physics and Chemistry
Introduction to Astronomy
Introduction to Criminology
Introduction to Forensic Science
Introduction to Marine Biology
Introduction to Veterinary Science
Revolutionary Ideas in Science

Family Consumer Science

Child Development and Parenting
Culinary Art
Nutrition and Wellness
Principles of Health Science

Business/Work/Career Option

Academic Success
Accounting
Applied Medical Terminology
Business Information Management
Career Explorations
Economics
Entrepreneurship
Essential Career Skills
International Business
Introduction to Fashion Design
Introduction to Finance
Introduction to Military Careers
Marketing, Advertising, and Sales
Personal Finance
Principles of Business, Marketing, and Finance
Principles of Education and Training

Principles of Hospitality and Tourism
Principles of Human Services
Principles of Law, Public Safety, Corrections, and Security
Sports and Entertainment Marketing

Technology Education

Advanced Computer Science
Audio/Video Production 1
Audio/Video Production 2
Artificial Intelligence
Audio/Video Production 3
Computer Programming 1
Computing for College and Careers
Digital Interactive Media
Drafting and Design
Electronic Communication
Game Development
Graphic Design and Illustration
Introduction to Android Mobile App Development
Introduction to Cyber Security
Introduction to IOS Mobile App Development
Introduction to Social Media
Introduction to Visual Arts
Principles of Architecture and Construction
Principles of Arts, A/V Technology, and Communications
Principles of Engineering and Technology
Principles of Manufacturing
Principles of Transportation, Distribution, and Logistics
Professional Photography
Robotics 1
Web Technologies

World Language

French 1
French 2
German 1
German 2
Spanish 1
Spanish 2
Spanish 3

Is Online Program A Good Fit for Me?

Please take the survey below to help identify if Online Program will be a good fit.
4 = Strongly Agree 3 = Agree 2 = Disagree 1 = Strongly Disagree

I CAN USE THE COMPUTER AS A TOOL FOR LEARNING: ____

I can communicate using email. ____

I can use Microsoft Word as a writing tool. ____

I can search for and locate information on the Internet. ____

I can participate in on-line chat rooms. ____

I POSSESS THE SKILLS NECESSARY TO BE A SUCCESSFUL CYBER STUDENT: ____

I can follow and respond to written directions. ____

I can use my time efficiently and submit my assignments as indicated on the schedule. ____

I am self-motivated, self-directed, and self-disciplined in regard to my studies. ____

I can work independently. ____

I AM READY TO MAKE A COMMITMENT TO CYBER EDUCATION: ____

I am willing to spend 6 hours per weekday at my computer. ____

I am willing to spend an additional 1-2 hours per week completing additional assignments. ____

I am honest and can be trusted to do my own coursework and assignments. ____

I am responsible and will care properly for school-issued books and equipment. ____

I am aware that my success as a cyber student is my responsibility. ____

I am willing to contact technical support when necessary. ____

I am willing to communicate with my teachers electronically and/or by telephone.

Steel Valley School District Application

Steel Valley School District
Online Program
2018-2019 School Year

Student Application

Student First Name: _____

Student last Name: _____

Student Id#: _____

Grade Level for 2018 – 2019: _____

Birth Date: _____

Gender: _____

Does the student have an IEP? _____

Please indicate previous school's name if not from Steel Valley School District: _____

Guidance Counselor: _____

Your guidance counselor will contact you to set up an enrollment appointment upon receipt of the completed application. Appointments will be scheduled between the hours of 9 am – 2 pm.

Where do you plan to complete the virtual education course?

Home School Home/School

Do you attend Steel Center-for Career and Technical Education?

Yes No

Do you have a computer with High Speed Internet at home?

Yes No

Is a parent/guardian at home throughout the day?

Yes No

Do you plan to or do you already participate in Steel Valley School-District activities or athletics?

Yes No

If yes, please indicate:

Fall Winter Spring

Student Application Continued

Students enrolled full-time in the Steel Valley Online Program must be actively engaged in their online course work for a minimum of 2.5 hours prior to participating in extracurricular activities on that day. Any Cyber course will be calculated weekly for eligibility purposes.

Students will be expected to remain in the Steel Valley Online Program for the full semester they are registered for the course. Students who request to drop Cyber classes must complete a schedule change request form in the Guidance office, and the Building Principal must approve the request.

Students will receive a letter grade and QPA for each course completed.

Students who choose to enroll in the Online Program will receive a diploma from the Steel Valley School District dependent upon successful completion of the required graduation credits along with meeting all other graduation requirements.

Students are required to attend a minimum of 2.5 hours/week per class and to follow all Steel Valley School District policies and procedures.

Student handbook, announcements, and additional resources are located on our district webpage at SteelValleySD.org.

I understand and agree to all policies and procedures of the Steel Valley School District.

Student Signature*

(Student signature acknowledges that you have read and will abide by the terms of the contract).

Parent Signature*

Parent signature acknowledges that you have read and will abide by the terms of the contract).

Primary Parent/Guardian First Name: _____

Primary Parent/Guardian last Name: _____

Street Address: _____

City, State, and Zip Code: _____

Home Phone: _____

Parent Cell Phone: _____

Parent Email: _____

(Weekly progress reports will be sent to this email)