

Mohawk Area Cyber Program



6th—12th Grade
Student Handbook

Mohawk Jr. / Sr. High School
385 Mohawk School Road
New Castle, PA 16102

"Warrior PRIDE Begins Inside"

The Mohawk Cyber Program

Dear Families,

Thank you for your interest in the Mohawk Cyber Program. We have carefully planned and developed your student's online learning program. In general, Pennsylvania students are choosing online education at an increased rate. While online learning is an incredible and positive tool, many school districts are seeing a significant threat to student achievement and budgets through cyber charter schools. Mohawk looks to match your expectations with this high quality option.

The Mohawk Cyber Program utilizes an online program called Edgenuity for its classes. Edgenuity is a LMS (Learning Management System) working with a larger company known as Imagine Learning. PA Core Standards are followed in Math and English Language Arts. The Pennsylvania Academic Standards are met in Science, Social Studies, and all other Eligible Content. Physical Education is currently being utilized in Google Classroom. Google Meet also is used by teachers as a meeting place for virtual students and their virtual teacher of record.

We look forward to continuing to develop our virtual academy while working with you for the best educational outcomes. We hope to continue to hear from you and achieve true academic growth. Thank you for entrusting us with your child's education.

Sincerely,

Mr. Mark Frengel
Mohawk Jr/Sr High Principal

Mr. David Caughey
Assistant Principal



Mohawk Area Cyber Program Handbook

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About our District

Prior to the state initiative in the 1920s, twenty neighborhood-oriented one-room schools served students in grades one through eight, and students who chose to attend high school could go to Bessemer, Enon Valley, Mount Jackson, or Wampum.

With the state initiative, all one-room schools were united in Township Consolidated Schools, such as Mahoning and Mount Jackson. That is when the “old” school buildings were built.

North Beaver Township Consolidated High School in Mount Jackson was a vocational high school. Students from Little Beaver Township went to either Mount Jackson or Bessemer High School when Enon Valley closed its high school. Mahoning Township sent its high schoolers to Bessemer or Union High School. Big Beaver Township sent their high schoolers to Wampum High or Mount Jackson.

In 1956, the state of Pennsylvania issued the Re-organizational Plan. A professor from Pitt, named Maurice Thomas, spent over a year studying the area and developing a new plan for the reorganization of the local school districts. Students from Little Beaver Township, North Beaver Township, Mahoning Township, and Bessemer Borough were joined together as the Mohawk Area School District in 1958. The Mount Jackson High School was the junior high school and the Bessemer High School was the senior high, from which Mohawk’s first class graduated in 1959 and Tom Andrews was the first person to receive a diploma from Mohawk.

At the time of the Mohawk jointure in 1958, Big Beaver Township was sending their students to Wampum Area Schools, which were joining Ellwood City, but Big Beaver residents did not want their students attending Ellwood City. In 1959, the Borough system of government was adopted so they could choose where to send their students. As a result, in the summer of 1961, the New Beaver Borough students joined Mohawk students.

There was much controversy over a site for the new high school. The John Wallace farm, on Smalls Ferry Road, and the Willis Gleghorn farms were the main contenders due to their geographic location and topography. The school purchased 109 acres from Mr. Gleghorn in 1959 and began building in 1962. The class of 1964 was the first to graduate from the brand new Mohawk High School building.

Most people believe that our school was named after the Indian tribe. In actuality, the name Mohawk came from Bell Telephone Company, which used the number “66” to signify our area. The number “66” in letters is translated to “MO,” and from that abbreviation came to the name Mohawk. It was suggested to use Mohawk as the name because the new school district boundaries were encompassed within the “MO” exchange. Even today, we still carry the name Mohawk, and most phone numbers in the school district begin with “667-“.

Our Mission

The Mission of the Mohawk Area School District, in partnership with families and in cooperation with the community, is to provide our students with a rigorous and comprehensive education in a safe and stimulating environment. Committed to excellence, we will:

- Enable our students to be critical thinkers and life-long learners,
- Equip our students with the skills needed to meet the demands of an advancing technological society,
- Prepare our students to become responsible citizens and contributors of a global society.

Our Vision

- The staff and community of the Mohawk Area desire to create an exemplary school district that exhibits the following:
- Acknowledged for the caliber of its graduates, the quality of its staff, and the excellence of its programs;
- Balanced programming where learning is meaningful and relevant, connected with each child's individual needs, ethics, culture, and experiences;
- Committed to continuous improvement, research-based exemplary practice, and data-informed decision-making;
- Lifelong learning is an expectation where learners are motivated to think critically, creatively, collaboratively, and independently.
- We see children leaving our schools fueled by their dreams and empowered by their knowledge and ability to connect what they have learned to the world around them.
- We see a school district where children are the primary focus and are valued, respected, and nurtured.
- We see a school district where compassion, fairness, justice, respect, responsibility, trustworthiness, and good citizenship are present; and where all students, parents, staff, and community members are valued partners.
- We see children coming to school ready to learn at their own rate, being challenged, encouraged, supported, and provided the resources to achieve; and each day they leave school wanting to come back tomorrow.
- If our future is to be better than our past, we must have the courage to let go of what no longer serves us, embrace what is required for the future, and advocate for what is best for our children, our community, and our nation. Such a journey will require getting more comfortable with change, taking informed risks, and rigorously tracking progress against clearly articulated goals. It will require the conviction to set our own standards in the face of growing state and federal mandates and dwindling financial support. In all areas, it will demand putting children first.

District Shared Values

We Believe:

- All children are capable of learning and should be challenged to their highest potential.
- Life-long learning skills are critical in preparing students for future challenges and opportunities.
- All students are unique, learning in different ways and at different rates.
- All students learn best in a safe, nurturing, healthy environment, equipped with resources necessary for students to thrive.
- Positive self-worth fosters success.
- Learning needs to be relevant, rigorous, and reflective and should prepare students to live successfully in an ever-changing global society.
- All students need to become responsible, accountable, self-disciplined, productive members of the community and society.
- Education is a shared responsibility between students, parents, school, and the community.
- Education is a key factor in shaping responsible, thinking citizens.

School Contact Information

Mohawk Jr. Sr. High School
385 Mohawk School Road
New Castle, PA 16102
724-667-7782

Mohawk Area School District
385 Mohawk School Road
New Castle, PA 16102
724-667-7782

District Website: www.mohawk.k12.pa.us

District Administration

Dr. Lorree Houk
Mrs. Carla Krisuk
Mr. Mark Frengel
Mr. David Caughey

Superintendent
Director of Special Education
High School Principal
Assistant Principal

Guidance Department

Mrs. Camille Collucci
School Counselor Grades
ccollucci@mohawk.k12.pa.us
724-667-7782 Ext 2194

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School Counselor Grades
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Mohawk Area Cyber Program

Mr. David Caughey
Mohawk Area Cyber Program
Jr./Sr. High School Cyber Coordinator
dcaughey@mohawk.k12.pa.us

These guidelines contain valuable information with respect to the working details of Mohawk Area School Districts Cyber Program as an organization and district. The duties, opportunities and responsibilities of students and parents/guardians are outlined. In order for a virtual academy to function smoothly, it is necessary that everyone become familiar with the regulations that have been formulated for the general welfare of all. This book should be read by parents and used as a reference by students to answer questions about the Mohawk Cyber Program.

Enrollment Information

Students registered in the Mohawk Area School District are eligible to receive their education with the Mohawk Cyber Program. The Mohawk Cyber Program functions for students in grades six to twelve at the Junior/Senior High School. The district utilizes Edgenuity; by a company called Imagine Learning, for its curriculum, instruction, assessment and in general program. In Edgenuity students will find instructional videos, texts, documents, as well as assessment pieces. Teachers in Mohawk can add additional resources such as videos, texts, documents, files, and or assessments.

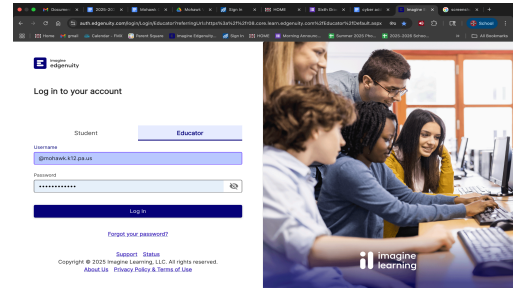
Students enrolling in the Mohawk Cyber Program come in for an intake meeting with their legal parent or guardian. Students must verbally agree and sign acknowledgement agreements with their parents/guardians for admission to the program. Failure to sign paperwork at the intake or acknowledgement agreements can cause students to not be enrolled. Failure by students, parents, or attendance expectations not met could also result in no admission or removal of the student in the program. Program sign ups occur in August for the upcoming school year. Additionally, students are allowed to enroll at the beginning of the second semester in January of each year. Students are only permitted to enroll at the beginning of the first or second semester, unless there are extenuating circumstances as deemed by the schools administration. Grades from the brick and mortar setting are transferred over and be added to the overall score students will receive from the virtual setting. Score transfers from brick and mortar cannot come over to students on or after their enrollment date. However, scores from before their enrollment date may be processed up until a week after they have transferred into the virtual academy. All students could be subject to a two week plus trial before admittance into the program mid-year.

Technology Offerings

Students enrolled in the Mohawk Cyber Program will be offered a chromebook by the Mohawk Area School District (MASD). MASD has partnered with a pioneer in personalized education, Edgenuity. Edgenuity serves as the virtual platform for educational videos, documents, resources, and assignments for students to participate in and complete necessary classes. Mohawk staff members can add additional resources or assignments as needed in Edgenuity. Students are permitted to keep and use their technology throughout the course of the school year. Students will return the computer and charger after the school year is completed unless other arrangements have been made with district administration for summer use. Students at MASD are required to read, abide, and sign *The Acceptable Use of Computer Technology Policy*. The acceptable use policy for MASD can be found at the following link:
<http://go.boarddocs.com/pa/moha/Board.nsf/goto?open&id=BDJJ5Z4B3DE1>

Logging into Edgenuity

To log in to Edgenuity you will need your username and password. This information will be provided to you upon enrollment with the Mohawk Cyber Program.



Parent Information - Progress

Student progress reports and grades are updated every Friday by Mohawk Cyber Program teachers. Please make sure to look for progress emails, check Skyward, and check Edgenuity for the most up to date grades. Please reach out to your child's cyber teacher if you have any questions about grade calculations.

General Grade Calculation Information

Actual Grade - what the student's grade is based on what the student has submitted.

Relative Grade - what the student's grade would be if all unfinished work that should be completed according to targets were set to zeros.

Target Completion - what percent of work should be done up to that point.

Summer Enrichment 2025 Spanish II GP1

Complete

37.06%

Overall Grade

95.6%

0 - 5560 - 6570 - 7580 - 8590 - 100

Complete (Count):

40.32%

Start Date:

6/9/2025

Target Date:

8/19/2025

Est. Time Remaining:

20h 23m

Relative Grade:

19.9%

Actual Grade:

92.8%

Target Completion:

38.18%

Daily Goal:

33m

	Quiz	Test	Exam	Essay	Assignment
Taken	8	3		3	111
Tested Out					
Total	24	8	1	14	263
Graded	7	3		1	
Score	100%	88%		100%	
Weight	20%	20%	20%	15%	25%

Edgenuity—Where Learning Clicks

Interpreting Progress



Mohawk Economics 2nd/4th Terms

Complete 100.00%

Overall Grade 75.8%



Complete (Count): 100.00%

Start Date: 3/28/2023

Target Date: 5/26/2023

Est. Time Remaining: N/A

Relative Grade: 75.8%

Actual Grade: 75.8%

Target Completion: 100.00%

Daily Goal: N/A

	Quiz	Test	Exam	Essay	Assignment
Taken	7	1	1	1	33
Tested Out					
Total	7	1	1	1	33
Graded	7	1	1	1	8
Score	86%	80%	82%	70%	67%



NAME OF COURSE: At the top of the report you will see the name of the course: Economics



COURSE COMPLETED: There are 3 elements in the Progress and Completion section that advise you on the progress your child is making in that specific course:

Course Completed percentage: Indicates the percentage of the course that your child has completed thus far. 100% of the course must be completed by the end of the term. The **color coded bar** indicates:

- o Red: your child is falling behind in their course
- o Blue: your child is on track with their course
- o Green: your child is ahead of schedule in their course
- o Red: A grade between 0%-59%
- o Orange: A grade between 60%-69%
- o Yellow: A grade between 70%-79%
- o Olive: A grade between 80%-89%
- o Green: A grade between 90%-100%

Target Completed: Indicates how far along your child should be to date.

Welcome to the Family Portal

The Family Portal allows you to see a detailed view of what your student has accomplished in their Edgenuity courses. You will see a range of information including how much time they have spent working on their courses, what their grades are, and whether they are on track to finish their course(s) on time.

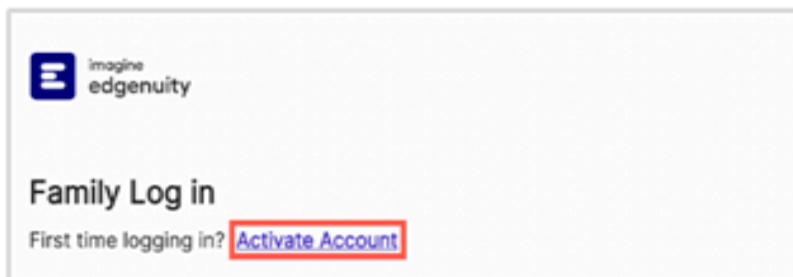
The cyber service office will link the email address that you provided to your student's Edgenuity account. You will activate your Family Portal account by following the listed below directions.

Family Portal Information

1. You will receive an email notification from noreply@imaginelearning.com stating you have been given access to your child's account. Click the link in the email to begin the registration process.

If you have misplaced the email, you can access the page directly at <https://auth.edgenuity.com/Login/Login/Family>.

2. Click **Activate Account**.



Imagine
edgenuity

Family Log in

First time logging in? [Activate Account](#)

Do not fill out the email and password boxes, just click **Activate Account**.

3. Enter the email address and activation code provided by the educator or administrator, then click **Continue**.



Activate Family Account

Enter your email address and the activation code provided by your school.

Email address

Activation Code

[Continue](#)

4. Determine a password and recovery question for the account. The security question and answer will help recover the account in case it gets locked. Click **Continue**.

Set your password

Password

Confirm Password

Security Question

Security Answer

Activate Account

5. Once activated, you can log in using the email address and the newly created password. The site is: <https://learn.edgenuity.com/family/>. Click **Log In**.

Family Log in

First time logging in? [Activate Account](#)

Email Address

Please enter a valid email address.

Password

Please enter a password.

Log In

6. Select the Timezone. Click **Save**.

Select Timezone

We have detected that you haven't set your timezone yet. Please select your timezone from the list below.

Arizona

▼

Save

7. Upon log in, you can view basic information about the student, as well as information explaining the different reports available.

The screenshot displays the Edgenuity Family Portal interface. At the top, it shows the student's name, Nitara Singh, and the school, Crystal River Middle School. A 'SELECT STUDENT' button is located in the top right corner. Below this, there is a table with three columns: 'RECENT ACCESS' (6/15/2018 5:40:19 PM), 'TIME THIS WEEK' (None), and 'ACTIVITIES' (None). Underneath the table, there are two buttons: 'ATTENDANCE LOG' and 'PROGRESS REPORT'. The main content area features a 'Welcome to Edgenuity Family Portal!' message, followed by a brief overview of the portal's features. Below this, there is a 'Student Snapshot' section, which provides a summarized view of the current student. The 'Student Reports' section explains that results are shown for the currently selected student. Two links are provided: 'Attendance Log' and 'Progress Report', each with a brief description of the data they provide.

RECENT ACCESS	TIME THIS WEEK	ACTIVITIES
6/15/2018 5:40:19 PM	None	None

Welcome to Edgenuity Family Portal!

Here is a quick run through of all the features available to you.

Student Snapshot

Above is a summarized view of your current student. If you are linked to multiple students, you can change which student you are viewing at any time by clicking on the "Select Student" menu. The student's name and school is displayed as well as their most recent access time, their total seat-time for the current week, and the number of activities completed during that week.

Student Reports

When viewing reports, you will be shown results for the currently selected student.

[Attendance Log](#)

View active time, idle time, and number of activities completed between any two given dates. Results are grouped by week > day > course.

[Progress Report](#)

View detailed information for each course, including: course completed (%), overall grade (%), grade weight, as well as course start and target dates.

Do you have more than one student? You will need to request an activation code for each child, then repeat all the steps on this page. A password will only need to be created with the first child, any child thereafter, creating a password will not be required.

Once the additional student(s) has been added, you can toggle between them using the select student feature on the top right.



Mohawk Area School District

ATTENDANCE POLICY

Mohawk Area Cyber Program is responsible for enforcing the compulsory school attendance laws of the Commonwealth of Pennsylvania and for properly recording student attendance and maintaining student records. The Mohawk Cyber Program Attendance Policy is designed to promote maximum achievement, develop time management skills and foster success in the online environment. The attendance requirement is met by logging onto Edgenuity each school day listed in the Mohawk School District academic calendar. Failure to login will result in the student being marked absent. The student's attendance will be tracked and recorded each school day by the Mohawk School District Cyber Coordinator.

Students in the Mohawk Area Cyber Program are required to spend a minimum of 40 minutes per school day working online on each cyber course they are enrolled in. Students should expect to spend approximately 3 hours working online per course each week. Instances of truancy (habitual non-attendance at school) will be handled according to Mohawk's School Board Policy. We ask for parents' cooperation in carrying out state regulation that Mohawk Area School District must enforce. Please refer to the next page for additional information and you may also refer to the Mohawk Jr. Sr. High School Student Handbook for more details.

SCHOOL DAY START TIMES

Jr. Sr. High School:

7:35 AM - Students may enter the building

7:48 AM - Warning Bell

7:50 AM - 1st Period

2:32 PM - Dismissal

Students in Mohawk Area Cyber Program have the option of coming into school to work in Mohawks computer lab. Students will have access to certified teachers in the core content areas. **Failing grades and attendance concerns will result in required mandatory attendance in room Virtual Learning Lab room.**

ACTIVITY PARTICIPATION

Students must maintain passing grades and attend school in order to be eligible to participate in Mohawk Area School District's extra-curricular activities. Grades are reported weekly to the Athletics/Activities Office and factored into eligibility requirements. Students must stay up-to date with their cyber assignments. Questions regarding eligibility can be directed to the Mohawk Jr. Sr. High School Office.

Mohawk Area School District

ATTENDANCE POLICY

State Truancy Laws

Act 29, the new state truancy law, extensively changed the penalties for truancy from school. Under the new law, parents are fined up to \$300 and required to pay court costs or complete a parenting education program or perform community service. The District Judge can also fine students or assign them to an adjudicated alternative program. Driving privileges can be revoked and application for a learner's permit can be prohibited.

EXCUSED ABSENCE/TARDY—Illness, quarantine, death in the immediate family, exceptionally urgent reasons, impassable roads, and inclement weather.

UNEXCUSED ABSENCE/TARDY—Completing cyber from home without prior permission from Mohawk School District Administration. Unapproved employment, truancy, parental neglect, oversleeping, missing the bus, shopping, babysitting, visiting relatives, hunting, or fishing. After three days of such unexcused absences, the student's parents will be notified. A fine may be imposed for any day over the three days of unexcused absences.

WRITTEN EXCUSE—Within three (3) days of returning to school from an absence, the student is required to present a written note from the parent or guardian stating the reason for the absence. A student may receive credit for a day for which no excuse has been submitted.

UNEXCUSED ABSENCES Unexcused absences are a problem that contributes to poor academic performance and student failure. The following guidelines will be enforced:

- ☐ After three (3) days of unlawful or unexcused absences, you will be considered **truant** and a letter will be sent home as a notice.
- ☐ After six (6) days of unlawful absence you will be considered **habitually truant**. A mandatory attendance improvement conference will be scheduled.
- ☐ On the first day of an unexcused absence or unlawful absence following the mandatory attendance improvement meeting, a referral will be made to Children and Youth Services and charges will be filed with the local magistrate.

CUMULATIVE ABSENCES

- ☐ At seven (7) days of **cumulative absences**, a warning letter will also be sent home.
- ☐ After ten (10) days of cumulative absences, notwithstanding vacation allowance, a **doctor's excuse will be required for any subsequent absences**.

After ten (10) days of cumulative absences in a semester class, or twenty (20) days in a year-long class, minus medical exemptions and vacation allowance, a student will not be given credit for the course, and or may not be promoted to the next grade level

Students who experience extended illness, hospitalization, family emergency or other mitigating circumstance will be handled on an individual basis. Contact should be made to his/her School Counselor, School Nurse or Building Principal.

Additional Attendance Information

Students attending the Mohawk Cyber Program must comply with the student handbook rules and regulations. Additionally, they are required to follow the Virtual Academy Guidelines. Students attending the Mohawk Cyber Program full time should complete an hour of work in each class each day Monday through Friday. The students are advised to complete at least 5.6 hours of school work per day Monday through Friday. The Mohawk Cyber Program does recognize school closing days and weekends where the student would not need to complete work. Students have the right to work at night to catch up on work but are advised to maintain their attendance throughout the course of the day. Students are advised to work within the confines similar to the brick and mortar schedule. This means high school students should be completing their courses from 7:50 A.M. until 2:32 P.M. Students need to complete a total of 990 hours in the program throughout the school year. This calculates to 28.5 hours per week the students must be in their courses working. It breaks down to around an hour each day in each subject the student is working. Students may be assigned virtual study halls to do secretarial skills for their courses and study. Students work around 5.6 hours per day to meet attendance requirements.

Student attendance is calculated by staff members and administrators. Homeroom teachers are assigned by building administrators. The homeroom teacher will check the session logs for students every Monday during the school year. The session logs are provided by Edgenuity and can be reviewed with any specified date range the teacher/administrator would need. Additionally, teachers can notate and not count attendance hours if students were idle in Edgenuity for a long period of time. All idle times are reviewed and investigated by building administrators. Then the teacher will complete the time sheets for the building administrator to review. The building administrators will mark students absent or garner the appropriate excuses based on the situation. The building attendance officers will make attendance calls and attend court if truancy issues arise. Additionally, power and internet outages would be investigated by building and/or district administration. The Attendance Expectations Agreement at the end of the packet.

All students who have fallen behind on assignments or the program will be required to come in person for mandatory attendance or may be subject to full program removal. Additionally, students behind pace or not in communications with the school can be withdrawn from the program. The administrative team may choose to bring a student back in-person at any time.

Failure to abide by these rules or the policies and procedures outlined in the student handbook can result in disciplinary action. Disciplinary Action includes but is not limited to detention, suspension, or in some cases expulsion.

Mohawk Area School District Policies

ACADEMIC INTEGRITY

Students are expected to uphold a high level of Academic Integrity. Violations of the Mohawk Area School District Academic Policy are serious and will be handled by the teacher of record and the Mohawk Area School District Administration.

The following actions will not be tolerated:

CHEATING

Cheating is using or attempting to use prohibited materials, information, or study aide in any academic exercise. Cheating includes, but is not limited to, the following:

- Willful sharing of personal log-in information or logging on as another student
- Willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in school work over other students

Examples: deception; copying from another student or allowing the copying of an individual assignment; sharing test or quiz information; unauthorized use of study aids, notes, books, data or other information; computer fraud; sabotaging the projects or experiments of other students; soliciting assistance from community-driven sites (e.g., *Yahoo Answers*, *Ask.com*, etc.); completing work or tests assigned to others, or having others complete work or tests assigned to you.

PLAGIARISM

Plagiarism is attempting to represent the words or ideas of another person as one's own. Plagiarizing includes, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgment
- Copying/pasting from virtual class content, website, and/or book published work
- Borrowing of the sequence of ideas, the arrangement of materials or the pattern of thought of someone else without proper acknowledgement

Examples: Having a parent or another person type an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography; knowingly submitting your work to a student or person representing a student.

** Please note that plagiarism will not be tolerated in any form. Teachers of record routinely screen for suspected instances of plagiarism using sophisticated software.*

FACILITATING ACADEMIC DISHONESTY

Knowingly helping or attempting to help another student cheat.

FABRICATION

Fabrication means making something up to deceive or mislead someone, including but not limited to, the use of fictitious data, research, citations, or any other kind of information. Fabrication also includes making false claims to influence testing or grading, or to gain academic credit.

Mohawk Cyber Program Course Offerings

The Mohawk Cyber Program has course offerings in the program to meet the credit requirements of students grades 7-12. Courses may include but are not limited to the following options for the 2025-2026 school year:

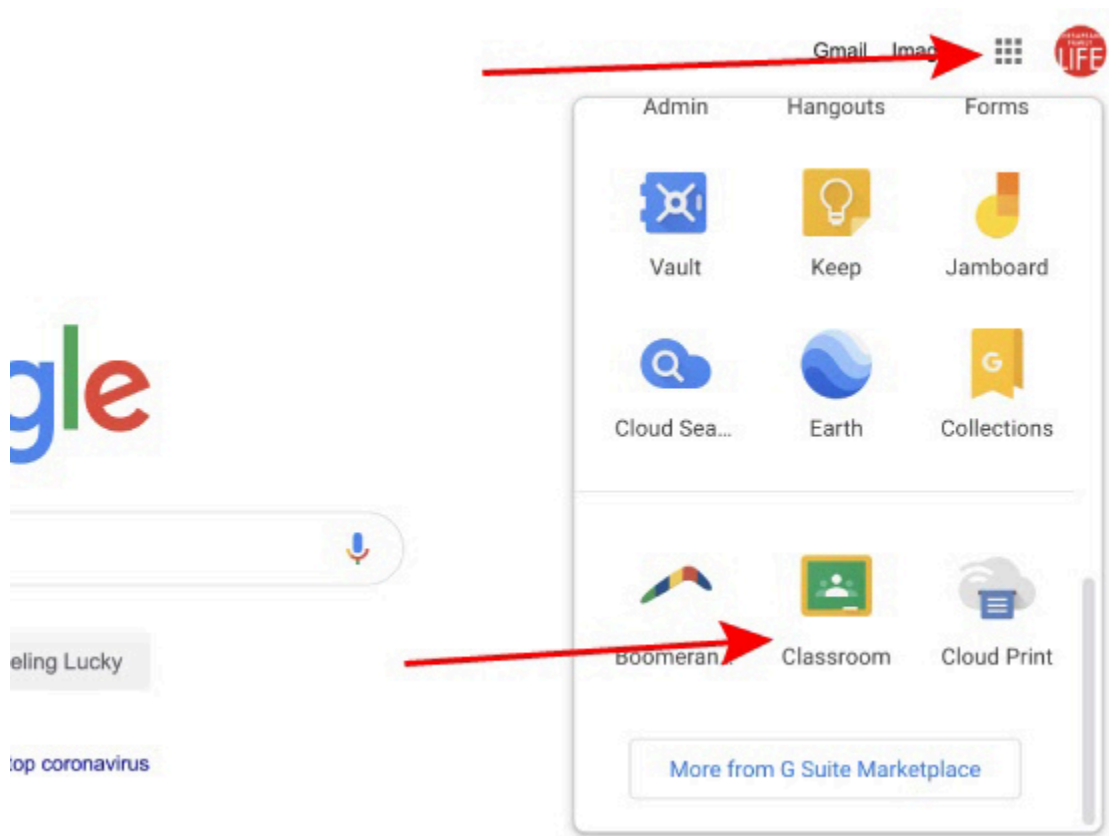
<u>Subject Area and Course Offerings</u>				
<u>Mathematics</u>	<u>English Language Arts</u>	<u>Science</u>	<u>Social Studies</u>	<u>Electives</u>
Mathematics 7	English Language Arts 7	Science 7	Social Studies 7	Spanish I
Pre-Algebra Math 8	English Language Arts 8	Science 8	History 8	French
Algebra I	English Language Arts 9	General Science	US History 9	Physical Education
Algebra II	English Language Arts 10	Earth and Space Science	US History 10	Spanish II
College Algebra	English Language Arts 11	Environmental Science	World History 11	Drivers Education
Geometry	English Language Arts 12	Biology	Psychology	French II
Math Applications		Chemistry	Government and Economics	Health
Precalculus		Physics		Career Planning
Personal Finance				Personal Finance
<i>Financial Math</i>				Strategies for Success
				Art I
				Art History
				Computer Applications
				Introduction to Business
				Introduction to Health Science
				Sociology
				Introduction to Nursing
				Personal Development

Note: Classes in *italics* are new courses based on availability.

Students in the Virtual Academy are also able to contact their guidance counselor for any reason through the course of the year. Additionally, teachers will follow up with the students frequently. Each teacher has office hours and planning/prep periods in which they can meet with a student. The teachers can utilize in person, phone, or Google Meet meetings with the student at their discretion and administrations. Moreover, the building administration will reach out to students and or their family members if any problems or issues occur.

Google Classroom

Google Classroom is a suite of online tools utilized by teachers to set assignments, have work submitted, and mark or return graded papers to students. The teachers of Mohawk Area School District and The Mohawk Cyber Program utilize this platform to enhance student learning. Students can access Google Classroom as seen below or with their email upon going to classroom.google.com. More login information below:



Google Classroom is used 100% in physical education for the Mohawk Cyber Program. Students will go to the course they select and click their course's title. Google Classroom has three main tabs to navigate when you are there: Stream, Classwork, and People. The Stream tab lists posts from teachers and classmates. Additionally, the Stream tab can show you the most recent activities your teacher has listed such as assignments or announcements. The Classwork tab allows students to view their assignments in class as well as the grades they earned on the assignments upon completion. The People tab lists the contact information of your teacher and or fellow classmates.

Future Ready Portfolio and Industry Based Learning Requirements for Online Learners

The Future Ready PA Index serves as Pennsylvania's one-stop location for comprehensive information about school success. One aspect of the Future Ready PA Index is Career Readiness. College and Career Readiness Measures are in place to ensure all students have access to career exploration and preparation activities that are standards-aligned and evidence-based. Mohawk will incorporate the College and Career Readiness Measures into a Future Ready Portfolio and Industry Based Learning Credential.

Future Ready Portfolio

- A collection of artifacts that demonstrate meaningful student engagement in Career Education and Work (CEW) Standards (Career Exploration, Career Awareness and Preparation, Career Retention and Advancement, and Entrepreneurship) and an Individual Career Plan

- Job shadowing experience
- Community service (20 hours required)

Cyber students will complete standards-based artifacts utilizing an online platform called Smart Futures. All Future Ready artifacts including the Individual Career Plan will be compiled and stored electronically in individual student portfolios in Smart Futures.

Industry Based Learning Indicator

The Industry-Based Learning Indicator is designed to show that students are engaging in work and classroom-based activities that align with future goals by the end of 12th grade. Mohawk students have two ways to meet this requirement:

- Students have the opportunity to earn an Industry Based Learning Credential on their own time through organizations such as the Red Cross (CPR, AED training), ServSafe, or OSHA. Students wishing to use a credential they have earned outside of the classroom must have their school counselor check for approval with the Pennsylvania Department of Education.
- Three job shadows of three hours each. It is the student's responsibility to arrange the job shadows and complete the required paperwork. Students may start job shadowing as early as the 9th grade and must complete the three required shadows by March of their junior year. At least one of the job shadow experiences must directly relate to the student's Individual Career Plan.X

Requirements for Mohawk Cyber Students Per Year:

Grade 6	Grade 7	Grade 8
Smart Futures through Activity 5	Smart Futures through Activity 10	Smart Futures through Activity 16

Grade 9	Grade 10	Grade 11	Grade 12
Begin Community and IBL requirements Start on Smart Futures Activities.	Smart Futures Activities 1-16 by June 4, 2025	Complete Community Service and IBL Work by March 31, 2025 <i>Completion of any unearned artifacts from Smart Futures Activities 1-16</i>	Attend Senior Exit Interview as scheduled.
20 hours Community Service & 3 Job Shadows or Industry Recognized Credential			

After completion of all required artifacts, community service, job shadow, and Industry Based Learning, twelfth grade students will complete a Future Ready exit interview in which district staff will sit down with students and ask questions based on their career exploration process, Future Ready Portfolios, and Industry Based Learning. Upon completion of the exit interview, students will receive .5 credit for the Future Ready Portfolio.

Senior Exit Interviews

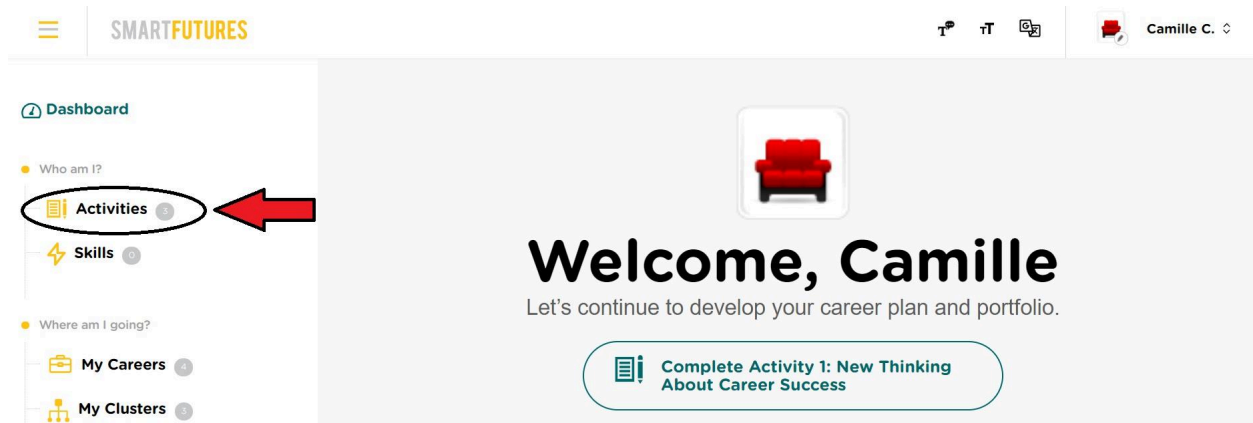
After completion of all required artifacts, community service, job shadow, and Industry Based Learning, twelfth grade students will complete a Future Ready exit interview in which district staff will sit down with students and ask questions based on their career exploration process, Future Ready Portfolios, and Industry Based Learning. Upon completion of the exit interview, students will receive .5 credit for the Future Ready Portfolio.

SMARTFUTURES

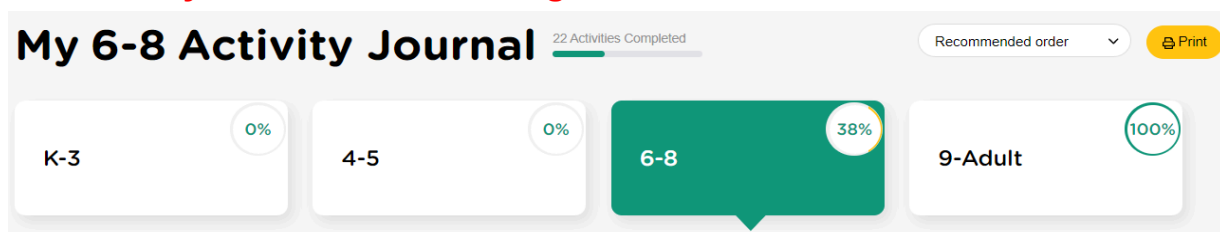
www.smartfutures.org Log in with your Mohawk Google account

This is your dashboard when you log in after you answer some general questions about yourself. You will only have to answer those questions once.

Click “Activities”



Make sure you are in the correct grade band



for your current grade!



My 9-Adult Activity Journal

22 Activities Completed

Recommended order

K-30%

4-50%

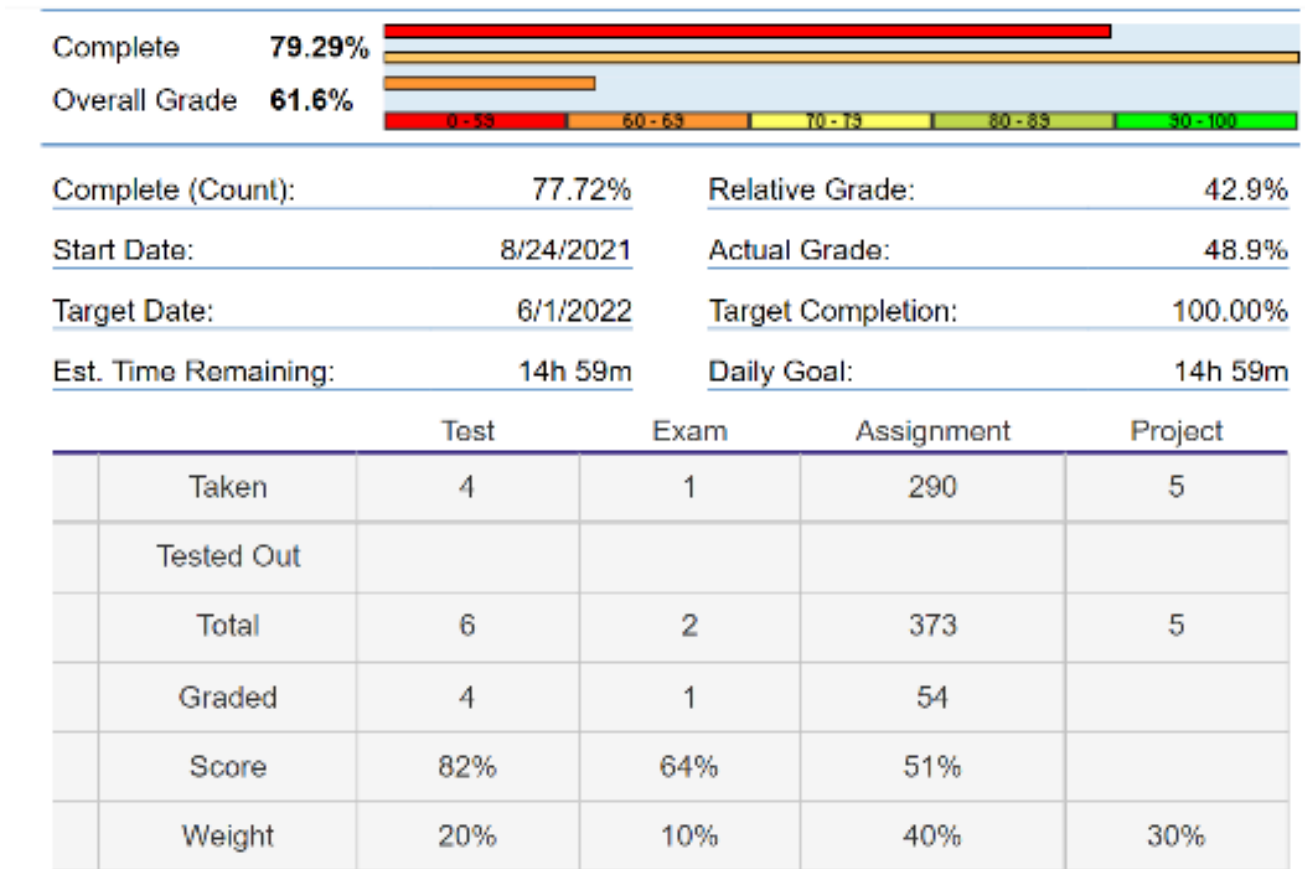
6-838%

9-Adult100%

Complete the activities required in your grade level.

Grading

The Mohawk Cyber Program uses the same grading scale and is in compliance with the student handbook. Mohawk Cyber Program grades are continually tracked and added in Edgenuity. Additionally, teachers are to update grades no later than Thursday each week of school. Edgenuity additionally updates Skyward grades on a regular basis. The most up to date grades can be found on Edgenuity under Progress Report. Edgenuity offers sliding scales and tracking data for students in the Progress Report. The actual grade is the score the student has at that exact time. Teachers are required to go by the actual grade for grade reporting. All of the features in the Progress Report section can be shown to families upon enrollment. See Progress Report snapshot below:



The grading scale and report card information from the student handbook is listed below.

Grading Scale

In the Mohawk School District, a student's grade reflects that student's achievement of the standards for that particular grade or course through standards-based assessments or course objectives stated in the curriculum.

All teachers use the following grading scales in grades 1-12:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Report Cards

1. Report cards are distributed electronically 4 times a year at intervals of nine weeks.
2. Progress reports are distributed electronically at the mid-point of each nine-week period.
3. An original copy of the final report card will be kept at school as part of the child's permanent record.
4. Final grades at the end of each year will be an average of the four grading periods.
5. The name of the teacher who assigned the grade is printed beside the subject.
6. Days absent during each grading period are recorded on the report card.
7. Standardized comments are printed on the report card for use at the teacher's discretion. If no comments are used, it can be assumed that classroom performance is satisfactory. If comment number 9 is noted, a modified curriculum has been provided to the student.
8. An Incomplete (I) grade can be used on the report card when a child is absent for an extended period of time for extenuating circumstances with approval by the building principal. The child will be given a period of time to complete the missing work. The amount of time will be determined by the teacher and building principal. At the end of the make-up period, the incomplete grade will be converted to the earned score. Work not completed by the assigned time will be converted to a zero grade.

State Testing

Students in the Mohawk Cyber Program will be given The Pennsylvania Department of Education state testing. Students in grades 3-8 are given the Pennsylvania System of School Assessment (PSSA) exams and students in middle school/high school complete the Keystone Exams. Students taking the Keystone Exams have to take a trigger course related to the content before completing the Keystone test. The PSSA tests cover English Language Arts, Mathematics, Science, and a makeup day. The Keystone tests include Algebra, Biology, and Literature. State testing information can be found at: <https://www.education.pa.gov/K-12/Assessment>

Testing typically takes place in April and May of that school year. Testing will cover a couple days as there may be multiple sections for students to complete. PSSA and Keystone testing for Mohawk is proctored by teachers and staff members. Any student needing small group or special education accommodations will be provided so as needed in an IEP or 504 plan document.

Career Ready Artifacts

As part of an ongoing Pennsylvania Department of Education REQUIREMENT, students are required to complete college and career readiness goals. These achievements are documented and stored as career artifacts on file for review by the PDE. Each quarter, students will be required to complete their Career Ready Assignments. These assignments will culminate into a five to seven minute Senior Exit Interview which will need to be completed prior to graduation. Failure to complete the Senior Exit Interview and completion of the Artifacts will result in forfeiture of rights to walk at graduation. The Cyber Coordinator and the School Counselor will meet with students in the beginning of the school year and lay out a quarterly plan for completion of Career Ready Assignments.

Athletics and Extracurriculars

Students in the Mohawk Cyber Program are able to participate in athletics and other activities similar to those extracurriculars. The student however, must be in good standing with the district and be meeting all grading and attendance requirements. Additional information can be found in the student handbook. Eligibility information from the handbook have been copied below:

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative grades from the beginning of a grading period are not meeting the standards, the student shall be ineligible. In order for a student to be eligible to participate in extracurricular activities, the student must be passing a minimum of four (4) credits and cannot be failing two (2) or more classes that they are currently enrolled in. Students who are passing less than four (4) credits or failing two (2) or more classes that they are currently enrolled in will not be permitted to participate in an extracurricular activity/performance/competition.

If a student is not passing a minimum of four (4) credits or if they are failing two (2) or more classes that they are currently enrolled in as of any Thursday during the period of the activity, he/she will be ineligible to compete in a scheduled event. This status will begin on the immediate Saturday at 12:00am through the following Saturday at 11:59pm. Students may continue to practice or meet with their respective groups during the period of ineligibility but no competition is permitted. Students failing three (3) or more classes will not be permitted to practice during the period of ineligibility.

Students taking AP courses will not have the weighting added to their grade to become eligible. The weighting is added at the end of each quarter only. No exceptions will be made to this rule.

All faculty members will post weekly grades to Skyward by 3:00 PM on each Thursday. Coaches/sponsors and students shall be notified by the Athletic Director or administration of ineligible students by 3:00 PM the next day (Thursday).

Notice: A student is not permitted to participate in any event (including practice) while on suspension from school.

Mohawk Acknowledgement Agreement

Student Expectations:

- I will give my best effort in each class, this means Monday to Friday I will do forty five minutes to one hour of work in each subject per day.
- I will spend a total of at least 5.6 hours on my classes Monday through Friday each day.
- I understand my Actual Grade is what I will be looking at in Edgenuity and will monitor my daily progress to ensure I am following along with the class every day.
- I will email my teacher if I need assignments unlocked or want retries on assignments, quizzes, or tests.
- I understand that I will be removed from the virtual Mohawk courses at the discretion of the administrative team at any time if I break the rules or am not completing the work on my end.
- I understand that I will be asked to come back in person schooling if I am marked absent for **10 consecutive days**, failing in two or more courses, or become court ordered. I also can be told to come back to in person instruction based on unexcused absences or school policies.
- Only I will be completing my work and not getting help from anyone except teachers/staff from Mohawk.

Attendance Expectations:

- I will complete work in Edgenuity for forty five minutes to one hour each day (Monday to Friday) in each course I am enrolled in.
- I will complete at least 5.6 hours each day of school work in Edgenuity.
- I will turn in an excuse no later than three days after my absence if I have less than 5.6 hours each day.
- I will report power outages or computer issues as soon as possible for Mr. Caughey or my school counselor to denote.
- I will reach out to a class teacher, guidance, Mr. Caughey or the attendance office if I am ever marked incorrectly absent.
- I can be removed or asked to return to in person instruction if I do not meet my requirements.

Parent Expectations

- I will not complete the work my child is doing in class but am encouraged to help study with them.
- I will reach out to the teacher of record for any issues with my son/daughter/child. I understand my child can be withdrawn for not following the rules or regulations as outlined.

Parent/Guardian

Student

Administrative Member

Online Learning Code of Conduct

Standards of behavior online are as important as they are in the traditional school setting. Appropriate student behavior is expected.

While working with Mohawk School District's online resources, classroom, and instruction, participants and guardians must agree to abide by the following rules:

Academic integrity and quality of work:

Learners will be expected to turn in their own work. Mohawk's teachers have a number of technologies to check that student work is unique and their own. With that in mind, learners and guardians must abide by the following rules:

- Videos, pictures, or copies of either student generated or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
- Learners should not use or attempt to access files or content that do not belong to them, or that they have no legitimate reason to access.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is in violation of the student code of conduct.
- Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
- Students should not use excessive "slang", written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

Digital citizenship and appropriate use of technology:

It is important to not only teach content, but also have students be aware of their actions in a virtual environment. Students and staff have rights to their own privacy that cannot be violated. Learners and guardians must abide by the following rules:

- Learners and guardians must respect the privacy of others online, and on all devices accessed or used.
- The sites and tools approved by Mohawk Area School District will not request private information from learners or guardians. At no time should private information be given to programs of outside access. That information includes last name, phone number, address, or school name.
- Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through Mohawk's online content.
- No pictures or videos should be taken, sent, or shared of anyone without that person's permission. This includes your teachers.
- No comment, whether written or spoken, should be made unless you are completely comfortable with your principal and/or guardians seeing or knowing about it. This includes your Google/Online Profile Picture.
- The learner's school email account must be checked regularly, and responses should be sent to instructor questions or comments in a timely manner.
- Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and may be subject to disciplinary action.
- If you witness anything in your virtual classroom that appears to violate any rule stated on this learner code of conduct, please notify your teacher immediately.

Additional disciplinary information:

In any classroom, there is always the potential for actions that detract from the learning experience. We wanted to reassert the following:

- Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
- Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is in violation of the student code of conduct.
- Disciplinary action of students in a virtual environment will be done in the same manner as students violating school rules in a traditional setting.
- Mohawk students are subject to all local, state, and federal laws governing the internet. As such, district administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.

Mohawk Cyber Program Intake Document

Student Name: _____

Intake Date: _____

Address: _____

Phone: _____

Email: _____

Grade Level: _____

Date of Birth: _____

Reason for Interest:

General Schedule Expectations:

As the Parent/Guardian I understand my child will abide by the required hours for attendance and accountability as expressed in the student handbook. I also understand and agree with all of the student handbook policies in place by the Mohawk Area School District. As a student I acknowledge the student handbook requirements for attendance. This includes 990 hours a year; 28-hours of instruction per week, or 5.6 hours per day. I will ensure I am doing my own work and within the proper school time-frames. I also understand I am under the care of the Mohawk Administration to return to a brick and mortar setting at any time if I don't abide by the rules set in place.

Parent/Guardian Signature

Student Signature

Administration Signature

Other Applicable Signature

Mohawk Area Cyber Program Parent & Student Signature Page

My child and I have read and reviewed the Mohawk Area Cyber Academy Program Hand Book and the Mohawk Jr. / Sr. High School Handbook. We understand the contents of the handbooks and agree to the policies and requirements. We understand that violations of the aforementioned handbooks rules and policies will be subject to disciplinary action and possible consequences. If I have any questions or concerns with regard to the Cyber Program or the Handbooks, I will contact the Mohawk Jr./Sr. High School Office at (724) 667-7782.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Grade