

Pittsburgh
Online
Academy



2022-2023 **STUDENT** **HANDBOOK**


**Expect
great
things.**

93 South 10th St
Pittsburgh, PA 15203
412-529-3510 | poa@pghschools.org
www.pghschools.org/onlineacademy

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Pittsburgh Online Academy 4-12

93 South 10th Street | Pittsburgh, PA 15203 | Phone: 412.529.3510

Parent Hotline: 412.529.7920 | www.pghschools.org/onlineacademy

MISSION

The Pittsburgh Online Academy will be one of America's premier schools—student-focused, well managed, and innovative. We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

VISION

The full-time online learning environment is unique. Pittsburgh Online Academy is designed to provide another option to meet the needs of students outside of a traditional brick-and-mortar setting. Students will receive a personalized learning plan that is customized to their unique needs and has the flexibility to adapt as those needs change. We provide a clear path for students to become college and workforce ready, and to take advantage of the Pittsburgh Promise.

POLICIES & PROCEDURES OVERVIEW

The following pages contain policies and procedures for Pittsburgh Online Academy. We rely on your commitment to read, follow, and abide by the policies and procedures to ensure your success.

A DAY IN THE LIFE OF A POA STUDENT

STUDENT LIFE AT POA

Pittsburgh Online Academy offers many of the same opportunities as traditional brick-and-mortar schools. In addition to taking part in student voice and school council opportunities, students can attend our regular enrichment opportunities that are both educational and fun. These include trips to local museums, attractions around Pittsburgh, and hands-on activities at our drop-in support center.

Enrichment Opportunities

Monthly opportunities allow you to grow socially and academically. Follow our calendar online to view upcoming events.

Student Council

We encourage all students to take an active role in student council and to seek out opportunities to engage in civic and service learning. *Civic learning* allows you to respond to social, environmental, and economic challenges at different levels. *Service learning* includes any activity where you design a solution to meet a specific need in your community.

Extra-Curricular Activities & Athletics

Ask a POA staff member about participating in an extra-curricular activity or sports team.

The following policies explain the student code of conduct and the behaviors and

expectations that ensure a productive environment for all learners.

Student Success

Student success begins with four basic pillars—maintaining pace, staying in touch, maintaining grades, and honoring rules.

To do your best in every class, you should do the following:

Maintain pace by...

- Working one hour per weekday per course
- Checking your progress daily

Stay in touch by...

- Checking your email daily
- Visiting the Virtual Office to see your teachers
- Attending the drop-in center or enrichment opportunities

Maintain grades by...

- Attempting assignments again, whenever it's allowed
- Asking teachers to explain their feedback so that you can improve next time
- Visiting the Virtual Office to review tough concepts
- Taking and reviewing notes

Honor rules by...

- Reading and following the policies of POA and Pittsburgh Public Schools
- Checking the POA calendar for important dates
- Treating your teachers and fellow students with respect and care
- Caring for your computer and any equipment as if it were your own

ACADEMIC EXPECTATIONS

Establishing and maintaining a successful online learning environment from a student's home is a significant responsibility.

Students are required to complete all assignments, quizzes, and tests without any unauthorized assistance.

Academic Integrity

Academic Integrity means that you'll be honest about who is doing your work – and it must be *you* doing it.

Students are expected to uphold a high level of Academic Integrity. The following actions, or inactions, will not be tolerated:

1. Cheating

Cheating is using or attempting to use prohibited materials, information, or study aids in any academic exercise. Students should use the following guide-lines to prevent possible claims of cheating:

- A student must not use another person as a substitute when taking an examination or quiz.
- Substantial portions of the same academic work may not be submitted for credit more than once without the permission of the current instructor(s).
- Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
- A student must not alter any grade or score in any way.

- Students must not falsify or invent any information or data in an academic exercise including records, reports, statistics, and citations of information sources.

2. Facilitating Academic Dishonesty
Knowingly helping or attempting to help another student cheat.

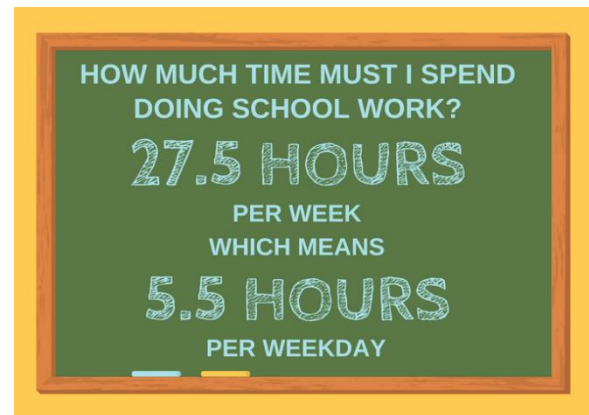
3. Plagiarism

Plagiarism is attempting to represent the words or ideas of another person as one's own. Examples of plagiarism include:

- Failure to acknowledge the source of borrowed words or ideas.
- Improper paraphrasing without citations.
- Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.

Students that are found to be in violation of the Academic Integrity Policy, Board Policy 226, could face academic and/or disciplinary consequences including a failing grade for the assignment, test, or course; assignment to Supervised Study Support (S3); and/or suspension/expulsion from the Pittsburgh Online Academy.

Attendance



Daily attendance (following the district calendar for 6-12 schools) and an average of 5.5 hours of instructional activities per day are required. Attendance will be monitored by a daily login to the learning management system. The instructional hours will consist of online and offline activities, and will be monitored by teachers and administration. Teachers and administrators will be responsible for monitoring whether timely progress is being made toward course completion.

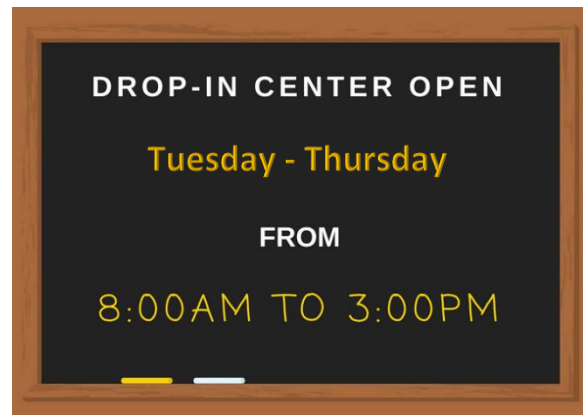
Due to the nature of POA, there is a great deal of student flexibility regarding participation in the academic program. In many cases, you can access the program beyond the traditional Monday to Friday academic schedule. Academic time will be measured by the hours that a student spends engaged in the instructional program and submitting assignments. Students in grades 7-12 are required to complete 495 hours of instruction or instructional activities per semester, or 990 hours for the entire academic year, and 4th – 6th grade students are required to complete 450/900 hours. Hours of study include work completed on and off the computer. Students in grades 7-12 will be responsible for working 27.5 hours

per week on their classes, while 4th - 6th grade students will be responsible for working 25 hours per week on their classes. When students are not progressing appropriately in classes, they may be required to implement a specific attendance schedule of hours each week, which will be budgeted to catch them up in their classes by our Administrative Review Team. If this cannot be produced, each day without progress and time logged during the required schedule may be counted as an unexcused absence.

To report an absence, parents/guardians must contact Pittsburgh Online Academy staff within three days of the student's absence. Only an absence due to illness, medical appointment, bereavement, religious holiday/instruction, and weather emergency will be considered 'Excused'. Unacceptable reasons for absences, lateness or early dismissals include babysitting, running errands, shopping, missing the bus, participating in private lessons or hobbies, weather conditions, or over sleeping. All other absences (unless Principal-approved) will be considered 'unlawful' or 'unexcused'. Excuses for absences exceeding 10 cumulative school days must be from a licensed treating physician or be approved by the School Principal or his/her designee.

For a complete description of attendance and truancy policies in Pittsburgh Public Schools, please see the Code of Conduct (Part Two - Section Two: Standards and Procedures for Attendance, pp. 32 - 38).

Drop-In Support Center



Our drop-in support center operates Tuesday – Thursday from 8:00am to 3:00pm. Students that attend the drop-in center will receive breakfast and lunch.

Attending students should be in attendance by 9:00am. Parents/guardians should inform POA staff if students will be later than 9:00am.

Electronic Devices

Pittsburgh Online Academy is a cell phone free zone. We understand that students often travel with their cellular and other electronic devices. These devices should remain away at POA. Remember that Pittsburgh Public Schools:

- Generally prohibits electronic devices from being visible, used, or turned on by students during the school day in District buildings and on District property
- Does recognize that the unique needs of each environment may warrant school level electronic device restrictions
- School-based Discipline Committees may establish restrictions in a manner consistent with Board Policy 216 – Electronic Devices, and any corresponding administrative regulations.

Equipment Care

Accidental damage of any kind to a laptop device will incur a **\$100.00** insurance deductible. Intentional damage or malicious intent to tamper with the equipment will incur a **\$1000.00** insurance deductible to cover the replacement cost of the laptop.

Caring for your equipment means that you keep your protective case and laptop cover on your device at all times. As a trusted user of your laptop, we expect that you will:

- Never eat or drink near your laptop
- Only use your laptop for school-related assignments
- Keep your laptop away from animals and in a dust-free environment
- Avoid extreme temperatures (hot or cold)
- Only clean your computer with a microfiber cloth

In addition to laptops, we ask that the same proper care be given to chargers. Only use the charger as needed and remember to:

- Always unplug your charger from the plug, not the cord
- Do not leave your charger plugged in for extended periods of time

If you are in need of immediate technical support, please call the POA technical support line for assistance. Most technical issues can be solved over the phone. If needed, the laptop may need physically handed in to assess the problem.



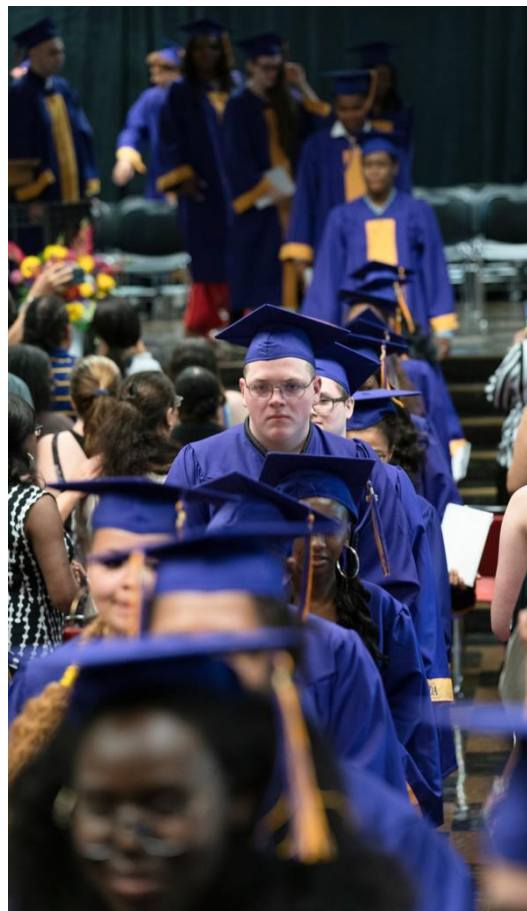
Graduation Requirements

To earn a Pittsburgh Public Schools diploma, students of the Pittsburgh Online Academy must successfully earn a total of 26.5 credits during grades 9 through 12.

In addition, to be eligible for graduation students must also demonstrate proficiency in English Language Arts and Mathematics as demonstrated on the Algebra I Keystone Exam and the Literature Keystone Exam.

Students who do not demonstrate proficiency on these assessments will be able to complete a project as an alternate means to demonstrate mastery.

A student earns 0.5 credits for each semester course in which he or she has a passing grade (D or better).



Graduation Credit and Course Requirements

Subject	Class of 2018	Class of 2019 – 2021
Literacy/English Language Arts	4	4
Science (Biology, Chemistry, Physics required)	4	4
Mathematics (Algebra 1, Algebra 2, Geometry required)	4	4
Social Studies (Civics, World History, U.S. History required; the 4 th credit may be satisfied by a level 3 or above World Language class)	4	4
Academic Electives: World Language (minimum 2 years recommended), Arts Electives, Career Development Electives and/or Physical Education Electives	7.5	7.5
Health (Health 1, Health 2 required)	1	1
Physical Education	2	2
Graduation Project	Not Required	Not Required
Total Units:	26.5	26.5

PROMISE-READINESS is more than a 2.5 GPA and 90% attendance. It is:

1. **Academic Mastery:** A rigorous course of study in high school is the number #1 predictor of college completion
2. **Behaviors and Habits** including study skills and a healthy lifestyle
3. **Ambitions and Dreams** including a detailed plan for the future

CTE Graduation Credit and Course Requirements

Subject	Class of 2018	Class of 2019 – 2021
Literacy/English Language Arts	4	4
Science (Biology, Chemistry, Physics)	3	3
Mathematics (Algebra 1, Algebra 2, Geometry required)	4	4
Social Studies (Civics, World History, U.S. History required; the 4 th credit may be satisfied by a level 3 or above World Language class)	3	3
Career and Technical Education Program	9	9
Academic Electives: World Language (2 years recommended), Arts Electives, Career Development Electives and/or Physical Education Electives	0.5	.5
Health (Health 1, Health 2 required)	1	1
Physical Education	2	2
Graduation Project	0	0
Total Units:	26.5	26.5

Intervention Support

Teachers and Administrators will monitor academic progress and performance through daily, weekly, and interim reports. Parents and students will receive special notification for failing grades or lack of timely course progress. A tiered intervention process will be used to support students in making the necessary improvements to their grades and/or progress.

Tier 1 –

Monitor and Adjust At-Home Performance – Virtual Office hours participation

Tier 2 –

Assigned to Supervised Study Support / Drop-In Center

Tier 3 –

Return to Home School with transitional support

After receiving notice of failing grades or lack of timely course progress, a parent meeting will be held to discuss adjustments to the in-home learning environment (e.g. setting a time schedule for each course monitored by parent).

If the recommendations are not followed or prove to be unsuccessful and the student fails to demonstrate improvement to his/her grades and/or progress, then the student will be required to report to POA at 93 South 10th Street for Supervised Study Support. Once the student demonstrates acceptable progress, the student may return home to complete their course work. During this intervention, the student's equipment will be confiscated.

Students that do not attend Supervised Study Support could face truancy and/or

transfer to their home feeder school. The students' progress or lack thereof will be reported to the local Magistrate. Parent communication and involvement is essential throughout the intervention process.

Parent Volunteers

We encourage parents to take an active role at Pittsburgh Online Academy 4-12 by volunteering their services and expertise. All volunteers must obtain the Act 34 and 151 clearances.

Some of the wide and diverse volunteer opportunities for interested parents might include stuffing envelopes for mailings, tutoring a student, sponsoring an ongoing club or one-time special activity for students, or help decorate the Main Office with student work and accomplishments.

We welcome all parents on a regular, as well as occasional basis, to assist in the daily programming.

Student Services

A parent or guardian can reach out to POA if they believe you could benefit from any of the services the district provides, such as guidance counseling, social work services, health services, special education services, or crisis intervention.

Transportation

Any school day that a student is required to report to the physical location of the Pittsburgh Online Academy School and needs transportation, the school will provide round trip bus tickets through the Port Authority. Please call POA at 412-529-3510 if you need assistance with transportation.

Withdrawal of Students

In the event you move or change programs, the Administrator should be notified at least one week in advance of the impending withdrawal. The student will receive a withdrawal form and instructions. All equipment must be returned in person to the Pittsburgh Online Academy within three business days of withdrawal. The School District reserves the right to take appropriate legal action to recover unreturned equipment.

COMMUNICATION

Communication between students, parents/guardians, and school personnel is extremely important in a virtual school setting.

In the absence of regular face-to-face interactions, the primary methods of communication include messages, emails, and interaction through a virtual office in a web-based platform.

Email

Students should check their email daily and reply to emails from school personnel. Email allows you to ask questions and seek additional help from teachers.

Remember to use proper English and grammar use. Additionally, an email message should communicate all the necessary information to your teacher.

Parents should actively engage in their child's communication with school by reviewing their progress in the Genius SIS portal and other communications sent to the child by email.

Virtual Offices

Students can regularly interact with their teachers in a virtual office. Here, you can work on a specific content area or ask for additional help.

Students are strongly encouraged to take advantage of all virtual office opportunities and live lessons offered. These take place online, and involve text or voice chat with the course teacher.

The virtual office may be used for direct instruction related to a specific subject or may be used for non-subject-specific student enrichment and skill development. Virtual office hours will be published and regularly updated.

ADDITIONAL MATERIALS

- 2022-23 School Year Calendar
- Abbreviated Acceptable Use Policy
- Laptop Equipment Agreement
- Family Responsibilities Form
- Bullying Policy

2022–2023 District Calendar

Commencing August 29, 2022 and concluding June 14, 2023



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

November 2022

S	M	T	W	T	F	S
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
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

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
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
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
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

May 2023

S	M	T	W	T	F	S
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
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	

July 2023

S	M	T	W	T	F	S
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

Calendar Key (All dates may be subject to change.)

- First/Last Days of School
- Professional Development Days
- All PPS Employee Vacation Days
- School Only Vacation Days
- Clerical Days
- Parent-Teacher Conference Days
- PreK-8, and 8-8
- 10/14: No school for 6-12, High Schools, and Special Schools
- School Board Meetings
- Quarter Interim Progress Report
- Report Card Distribution
- High School Graduation
- Snow Make-Up Days: 6/15 & 16 (if necessary): If the allotted 2 snow days are used, the school/work year will be extended based on the number of additional snow days taken, as make-up days.
- Pay Date: 12-Month Semimonthly
- Pay Date: Bi-weekly
- Pay Date: Non-Administrator Semimonthly

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title IX Coordinator at 341 S. Balchfield Avenue, Pittsburgh, PA 15213, 412-329-3950, TitleIXCoordinator@ppschools.org or 412-329-HELP (4357).



2022-2023 School Year Calendar

2022

August 22	Monday	#PittsburghForPPS Back to School Event 11:00 AM
August 29	Monday	First Day of School – All Grades Except Kindergarten Quarter 1 Begins
September 1	Thursday	First Day of School- Kindergarten
September 5	Monday	All PPS Holiday – Labor Day
September 6	Tuesday	Education Committee Meeting 5:30 PM
September 7	Wednesday	Business and Finance Committee Meeting 5:30 PM
September 21	Wednesday	Agenda Review 6:00 PM
September 26	Monday	School Only Vacation Day– Rosh Hashanah Public Hearing 6:00 PM
September 28	Wednesday	Legislative Session 6:00 PM
September 30	Friday	Early Dismissal – Half Day/Teacher Professional Development
October 5	Wednesday	School Only Vacation Day- Yom Kippur
October 7	Friday	Q1 Interim Progress Report Distribution
October 10	Monday	Parent Teacher Conferences for Early Childhood, PreK-5, PreK-8, and 6-8 Schools. No School for students with conferences. Business and Finance Committee Meeting 5:30 PM
October 11	Tuesday	Education Committee Meeting 5:30 PM
October 14	Friday	Parent Teacher Conferences for 6-12 Schools, 9-12 High Schools, Special Schools, Early Head Start Classrooms & SciTech ECE Home Visits. No school for students with conferences.
October 19	Wednesday	Agenda Review 6:00 PM
October 24	Monday	Public Hearing 6:00PM
October 26	Wednesday	Legislative Session 6:00PM
October 28	Friday	Early Dismissal – Half Day/Teacher Professional Development
November 1	Tuesday	Education Committee Meeting 5:30 PM
November 2	Wednesday	Business and Finance Committee Meeting 5:30 PM
November 4	Friday	Q1 Ends
November 7	Monday	Q2 Begins
November 8	Tuesday	Election Day – No School (Students Only) Teacher and Staff Professional Development
November 11	Friday	No School - Veteran's Day Observation
November 16	Wednesday	Agenda Review 6:00PM
November 18	Friday	Early Dismissal – Half Day/Teacher Professional Development Q1 Report Card Distribution
November 21	Monday	Public Hearing 6:00PM
November 22	Tuesday	Legislative Session 6:00PM
November 24-28	Thursday – Monday	All PPS Holiday- Thanksgiving
December 5	Monday	Winter Keystone Wave 1 Exams Begin
December 6	Tuesday	Education Committee Meeting 5:30 PM
December 7	Monday	Business and Finance Committee Meeting 5:30 PM
December 14	Tuesday	Committee Meeting 5:30PM
December 16	Friday	Early Dismissal – Half Day/Teacher Professional Development Winter Keystone Wave 1 Exams End
December 19	Monday	Public Hearing 6:00PM
December 21	Wednesday	Legislative Session 6:00PM
December 23	Friday	Q2 Interim Progress Report Distribution

December 24 – January 2	Monday - Monday	No School- Winter Break Vacation
2023		
January 4	Wednesday	Winter Keystone Wave 2 Exams Begin
January 9	Monday	Business and Finance Committee Meeting 5:30 PM
January 10	Tuesday	Education Committee Meeting 5:30 PM
January 16	Monday	No School- MLK Day
January 18	Wednesday	Agenda Review 6:00PM Winter Keystone Wave 2 Exams End
January 23	Monday	Public Hearing 6:00 PM
January 25	Wednesday	Legislative Session 6:00PM
January 26	Friday	First Semester Ends/Quarter 2 Ends
January 30	Monday	No School (Students Only) / Clerical Day
January 31	Tuesday	No School (Students Only) / District Professional Development
February 1	Wednesday	Second Semester Begins / Quarter 3 Begins
February 3	Friday	Early Dismissal – Half Day/Teacher Professional Development
February 6	Monday	Business and Finance Committee Meeting 5:30 PM
February 7	Tuesday	Education Committee Meeting 5:30 PM
February 10	Friday	Quarter 2 Report Card Distribution
February 15	Wednesday	Agenda Review 6:00PM
February 17	Friday	Early Dismissal – Half Day/Teacher Professional Development
February 20	Monday	Public Hearing 6:00PM
February 22	Wednesday	Legislative Session 6:00PM
March 1	Wednesday	SAT School Day – 11 th Grade
March 6	Monday	Business and Finance Committee Meeting 5:30 PM
March 7	Tuesday	Education Committee Meeting 5:30 PM
March 10	Friday	Early Dismissal – Half Day/Teacher Professional Development Quarter 3 Interim Progress Report Distribution
March 15	Wednesday	Agenda Review 6:00 PM
March 20	Monday	Public Hearing 6:00 PM
March 22	Wednesday	Legislative Session 6:00 PM
March 24	Friday	Early Dismissal – Half Day/Teacher Professional Development
March 31	Friday	Quarter 3 Ends
April 3-7	Monday-Friday	No School- Spring Break Vacation
April 10	Monday	Business and Finance Committee Meeting 5:30 PM
April 11	Tuesday	Education Committee Meeting 5:30 PM
April 19	Wednesday	Agenda Review 6:00 PM
April 20	Thursday	Quarter 3 Report Card Distribution
April 21	Friday	School Only Vacation Day- Eid al-Fitr
April 24	Monday	Public Hearing 6:00 PM
April 26	Wednesday	Legislative Session 6:00 PM
April 24-28	Monday - Friday	PSSAs ELA Testing Window
May 1-12	Monday – Friday	PSSAs Math, Science, and Make-ups Testing Window
May 1	Monday	Business and Finance Committee Meeting 5:30 PM
May 2	Tuesday	Education Committee Meeting 5:30 PM
May 15	Monday	Spring Keystone Exams Begin
May 16	Tuesday	School Only Vacation Day- Election Day
May 17	Wednesday	Agenda Review 6:00PM
May 19	Friday	Take a Father to School Day Quarter 4 Interim Progress Report Distribution
May 22	Monday	Public Hearing 6:00PM
May 24	Wednesday	Legislative Session 6:00 PM
May 26	Friday	Spring Keystone Exams End
May 29	Monday	All PPS Holiday – Memorial Day
June 5	Monday	Business and Finance Committee Meeting 5:30 PM

June 6	Tuesday	Education Committee Meeting 5:30 PM
June 14	Wednesday	Last Day of School- All Students
June 16-18	Friday – Sunday	High School Commencements
June 19	Monday	All PPS Holiday – Juneteenth Observance
June 21	Wednesday	Agenda Review 6:00PM
June 26	Monday	Public Hearing 6:00PM Q4 Report Card Distribution
June 28	Wednesday	Legislative Session 6:00 PM
<p>Pittsburgh Public Schools (PPS) does not discriminate on the basis of not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, (412) 529-3950, TitleIXCoordinator@pghschools.org or (412) 529.HELP (4357).</p>		

Non-discrimination Policy

Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: <https://www.pghschools.org/nondiscrimination-policy>

Title IX Procedures



ABBREVIATED ACCEPTABLE USE POLICY

The complete set of board policies surrounding Network Usage, Computer Usage, and Information Security can be found on the district website. Below are the highlights of the Acceptable Use policy for the Pittsburgh Public Schools.

The following types of usage are specifically prohibited and if performed will subject the user to certain consequences, including but not limited to loss of access and/or other disciplinary and/or legal actions:

- ☐ Use of the network to facilitate any illegal activity including "hacking."
- ☐ Use of the network and/or its resources for commercial or for-profit purposes.
- ☐ Use of the network and/or its resources for non-work or non-school-related work.
- ☐ Use of the network and/or its resources for product advertisement or political lobbying.
- ☐ Use of the network and/or its resources for harassment, hate mail, discriminatory remarks, bullying and offensive or inflammatory communication.
- ☐ Unauthorized or illegal installation, downloading, distribution, reproduction, or use of copyrighted materials, i.e., plagiarism.
- ☐ Use of the network and/or its resources to access obscene, pornographic material, or other material harmful to minors.
- ☐ Use of inappropriate language or profanity on the network and/or its resources.
- ☐ Use of the network and/or its resources to transmit material likely to be offensive or objectionable to recipients, including but not limited to spam.
- ☐ Use of the network and/or its resources to intentionally obtain or modify files, passwords, and data belonging to other users, internal or external to the District's network.
- ☐ Impersonation of another user, anonymity, and pseudonyms (i.e. identity theft).
- ☐ Copying, loading or use of unauthorized or pirated games, programs, files, data or other electronic media.
- ☐ The creation of links to other networks whose content or purpose would tend to violate these guidelines.
- ☐ Attaching rogue devices or applications to District resources.

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It should be noted that all District computers, leased or owned, are the property of the District and are to be utilized as a tool to assist in education and job duties. No right of personal usage extends to the end-user in regards to private property.

The District shall not be responsible for restoring any personally installed applications or data deemed as having no educational value. The District reserves the right to re-image any District-owned/leased computer at its discretion. The School District shall not be responsible for any unauthorized charges or fees resulting from a user's ability or inability to access the Internet.

This policy in no way affects the duties and/or responsibilities of a School District pursuant to the Family Educational Rights and Privacy Act (FERPA) and the PA Guidelines for Dissemination of Student Information, 22 PA Code §12.31 et seq.

Parent or Guardian Signature: _____ Date: _____

Parent Name (please print): _____

Student Signature: _____ Date: _____

Student Name (please print): _____

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PITTSBURGH ONLINE ACADEMY LAPTOP EQUIPMENT AGREEMENT

All PPS Online Academy students will be provided with a laptop and related equipment (collectively "equipment") which the School District has leased through Brandywine Virtual Academy. By taking possession of the equipment, the student and his/her parent or guardian acknowledge the following:

- ☐ The equipment is to be used for school-related purposes only and the use of such school-issued equipment is a privilege, not a right. Inappropriate use may result in loss of the use privilege, discipline and/or legal action.
- ☐ Equipment is loaned for use by the Pittsburgh Online Academy student only.
- ☐ Equipment includes Internet filtering software and may also include non-video device tracking software.
- ☐ The student's right to use the equipment shall terminate upon the student's disenrollment at Pittsburgh Online Academy or the end of the 2022/23 school year (so that regular maintenance and updates can be completed). The equipment shall thereafter be returned to the School District within three (3) days.
- ☐ The loaned laptop and equipment are in satisfactory operating condition upon receipt.
- ☐ The equipment must be maintained in the condition in which it was received from the District.
- ☐ The student and/or parent or guardian shall take all reasonable precautions to protect the equipment, and agree to inform the District of any loss or damage to the Property from any cause, except normal wear and tear, within three (3) days of the loss or occurrence of damage.
- ☐ The District may take appropriate legal action to recover loaned equipment that it has reason to believe is either lost or damaged.

Your signature verifies that you have read, understand and agree to the rules and guidelines of this program as included above and in the Pittsburgh Online Academy Student Handbook, as well as the School District's Acceptable Use Policy. **Parents/ Guardians shall bear responsibility for the cost of the \$100.00 insurance deductible applicable on the loss, or causality to, and student computer. A \$1000.00 deductible will be applicable for lost or intentionally damaged equipment. This deductible shall be paid at time of service. Students will not receive new/ refurbished equipment until the deductible is paid.**

Parent or Guardian Signature: _____ Date: _____

Parent Name (please print): _____

Student Signature: _____ Date: _____

Student Name (please print): _____

Equipment Issued: ☐ Laptop ☐ Power cord

Make, Model: _____

Serial Number: _____

For Administrative Use Only

Notes: (i.e., condition of equipment upon delivery or return)



FAMILY RESPONSIBILITIES

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Parents or Guardians that wish to enroll their child in the Pittsburgh Online Academy must acknowledge and agree to the following responsibilities and expectations:

1. The family will maintain a home learning environment that supports academic progress.
2. The family will provide age-appropriate supervision to effectively monitor safety and attendance/participation.
3. The student will meet or exceed all expectations for minimum login time.
4. The student or parent/guardian should contact the Pittsburgh Online Academy staff immediately to report any technological concerns that prevent the student from successfully completing his/her assignments.
5. When in attendance at school events or participating in online studies, students will abide by all district policies and adhere to Pittsburgh Public Schools Code of Conduct.
6. Students are required to attend school in person for Orientation, Intervention (if assigned), Study Groups (if assigned), and State Testing.
7. Students that are not meeting minimum login times and/or demonstrate unacceptable academic performance could potentially be assigned to report to the school's physical location at the Pittsburgh Online Academy school building for Intervention and Support. Students that do not meet the requirements of the Intervention could face removal from the program, and be transferred to their feeder school.
8. Students and families understand and agree to the school and district expectations that are included in the Pittsburgh Online Academy Student Handbook, the Code of Student Conduct (available online), and the District Info Source (available online).

Your signature verifies that you have read, understand and agree to the rules and guidelines of this program as included above and in the Pittsburgh Online Academy Student Handbook, as well as the School District's Acceptable Use Policy.

Parent or Guardian Signature: _____ Date: _____

Parent Name (please print): _____

Student Signature: _____ Date: _____

Student Name (please print): _____

The Pittsburgh Public School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School Board of Directors recognizes that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that interfere with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited at Virtual Academy. Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying. "Bullying" is defined as intentional verbal (oral or written), electronically transmitted (cyber or high- tech), or physical act, or a series of acts that could be considered aggressive, threatening, degrading, harassing, or abusive including but not limited to discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

1. directed at another student or students;
2. which occurs in a "school setting," or occurs outside of school and interferes with the educational process or program, as allowed by law;
3. that is severe, persistent or pervasive; and 4. that has the effect of doing any of the following:
 - substantially interfering with a student's education;
 - creating a threatening environment;
 - substantially disrupting the orderly operation of the school; or
 - Interfering with the rights of students to be secure.

A "school setting" shall mean in the school building, on school grounds, on school property, at any school testing sites, fieldtrip sites or other sites used for any school sponsored, supervised or sanctioned activities. A school setting shall also include any software, servers, programs, accounts, or Internet resources provided by POA or accessed using school issued hardware. Additionally, any student who's out of school conduct materially and substantially interferes with another students educational process is also subject to this Policy. Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to Administration.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying will face disciplinary actions up to expulsion according to the student code of conduct and could have their privileges revoked including restrictions of school-issued accounts and hardware in the case of a student, or disciplinary actions up to termination in the case of an employee. Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of student conduct. Remedial measures shall be designed to do the following: stop the behavior; correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the Board. The Board requires the Director/CEO to be responsible for receiving complaints alleging violations of this

Policy. All school employees are required to report alleged violations of this Policy to the Director/ CEO. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation. The Board requires the Director/CEO to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Director/CEO shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three (3) school days after a report or complaint is made known to the Director/CEO. The Board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by Administration after consideration of the nature, severity, and circumstances of the act. The Board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying would be disciplinary actions up to expulsion according to the student code of conduct. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying shall be disciplined in accordance with school policies, procedures, and agreements. The Board requires school officials to annually disseminate the Policy to all school staff, students, and parents/guardian, along with a statement explaining that it applies to all applicable acts of bullying and to develop procedures for investigating and addressing any alleged violations of this Policy. The Board further requires school officials to ensure that this Policy and procedures for reporting bullying incidents are reviewed with the students within ninety (90) days after the Policy is adopted and at least once each school year thereafter. The Board directs Administration to develop procedures necessary to implement this Policy and to develop appropriate prevention, intervention and education strategies related to bullying. The Board directs that this Policy be included in the Student Handbook/Code of Conduct and be made available on the school's website. BVA will comply with applicable federal and state laws relating to bullying including, but not limited to, those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code and the applicable House Bill 1067 Public School Code amendments relating to bullying. BVA will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying. BVA will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations. TO REPORT AN ACT OF BULLYING, CONTACT SCHOOL ADMINISTRATION AT 484-237-5350. TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS

Parent or Guardian Signature: _____ Date: _____

Parent Name (please print): _____

Student Signature: _____ Date: _____

Student Name (please print): _____