



**GOAL**

***Digital Academy***

*"Keep your eye on the goal and you can achieve it."*

**2009-2010**

**Student/Parent  
Handbook**

### **School Vision**

At GOAL Digital Academy, we ignite our students with the desire to achieve positive accomplishments, explore the world around them, and obtain a quality education.

We regard each student and family as important. Therefore, teachers and administrators cooperatively team with students and parents to personalize an education that incorporates individual students' needs and goals.

Parents play a crucial role in their children's education. GOAL provides training to parents, ensuring that all students receive quality instruction, assistance, and supervision.

At GOAL, we pride ourselves on being flexible and innovative while actively supporting our students as they work to achieve their goals.

### **2009 - 2010 School Calendar**

September 9	Beginning of 1 <sup>st</sup> 9 weeks grading period
October 5-7	3rd grade reading achievement test
October 8 – 23	Fall MAP Testing for K-8 Students
October 10	Interim grade reports mailed
Oct. 26 – Oct. 30	Ohio Graduation Tests (11 <sup>th</sup> & 12 <sup>th</sup> graders)
November 8	End of 1 <sup>st</sup> 9 weeks grading period
November 9	Beginning of 2 <sup>nd</sup> 9 weeks grading period
November 12	Parent/Teacher Conferences by appointment
November 16	Parent/Teacher Conferences by appointment
December 11	Interim grade reports mailed
December 21 – January 1	Winter break
January 21 – February 5	Winter MAP Testing for K-8 Students
January 24	End of 2 <sup>nd</sup> 9 weeks grading period
February 1	Beginning of 3 <sup>rd</sup> 9 weeks grading period
March 5	Interim grade reports mailed
March 11	Parent/Teacher Conferences by appointment
March 15	Parent/Teacher Conferences by appointment
March 15 - 19	Ohio Graduation Test (10 <sup>th</sup> - 12 <sup>th</sup> graders)
March 29 – April 2	Spring break
April 11	End of 3 <sup>rd</sup> 9 weeks grading period
April 12	Beginning of 4 <sup>th</sup> 9 weeks grading period
April 19 – April 23	3 <sup>rd</sup> to 8 <sup>th</sup> gr. achievement tests
April 29 – May 14	Spring MAP Testing for K-8 Students
May 14	Interim grade reports mailed
June 11	End of 4 <sup>th</sup> 9 weeks grading period
June 4, 6:30 p.m.	Graduation

**2009-2010 Contact List**

Local:  
Toll-free: 877-659-1900

**GOAL Mansfield Lab**  
(Monday – Friday, 8:30– 3:30)  
Extension: 8010  
Fax: 419-529-2976

Academic Coach: **Vicki Glorioso**  
Extension: 8013  
Cell Phone: 419-632-5396  
Email: vglorioso@www.goaldigital.org

Academic Coach: **Cara Seibel**  
Extension: 8015  
Cell Phone: 419-632-1615  
Email: cseibel@www.goaldigital.org

**GOAL Galion Lab**  
(Monday – Friday, 8:30– 3:30)  
Extension: 8005  
Fax: 419-468-5805

Academic Coach: **Fred Fairchild**  
Extension: 8014  
Cell Phone: 419-631-4576  
Email: ffairchild@www.goaldigital.org

**GOAL Edison Lab**  
(Monday – Friday, 8:30– 3:30)  
Extension: 8004  
Fax: 419-947-9551

Academic Coach: **Jeff Chervenak**  
Extension: 8012  
Cell Phone: 419-631-4653  
Email: jchervenak@www.goaldigital.org

**Attendance Officer:** Jeff Chervenak  
Extension: 8012  
Cell Phone: 419-631-4653  
Email: jchervenak@www.goaldigital.org

**Assistant Directors**

**Curriculum and Instruction:** Cheri Nolting  
Extension: 8016  
Fax: 419-529-2976  
Email: cnolting@www.goaldigital.org

**Grades K-8:** Kelli Fisher  
Extension: 8002  
Fax: 419-947-9551  
Email: kfisher@www.goaldigital.org

**Grades 9-12:** Kevin Rickly  
Extension: 8006  
Fax: 419-529-2976  
Email: krickly@www.goaldigital.org

**Special Ed:** Kim Hood  
Extension: 8012  
Fax: 419-468-5805  
Email: khood@www.goaldigital.org

**Director:** Laura Chervenak  
Extension:  
Fax: 419-529-2976  
Email: lchervenak@www.goaldigital.org

### Attendance Policy

Consistent participation and continuous communication are important to achieve success in the Digital Academy. Attendance will be tracked through weekly login times and participation in courses.

1. Students are expected to log in to GOAL's system three times each week in order to be fully attending. Once a student has not logged in 10 consecutive days, truancy charges may be filed with the county prosecutor.
2. Once a student has not participated in 105 consecutive hours of instruction (21 days), GOAL Digital Academy is obligated by state law to **automatically withdraw** the student and notify the student's resident district.
3. In the case of student illnesses or other emergencies, the Academic Coach needs to be informed so that extensions may be approved. A doctor's excuse may be required.
4. Students are expected to submit all assigned work in a course when it is due each week, defined as Monday at 12:00 a.m. through Sunday at 11:59 p.m. Students who are turning in assignments at the expected rate are in the **Alpha classification**.
5. If the student does not submit the expected number of assignments in any course in a week, the student and parent(s) will receive an email, informing them of the student's unacceptable pace for submitting assignments. The student will be placed in **Beta classification**.
6. If the student falls two weeks behind in turning in assignments in any class, the student and parent(s) will receive a phone call and the student will be placed in **Gamma classification**.
7. If the student falls three weeks behind in turning in assignments in any class, the student will be placed in **Delta classification**. All students in Delta classification are required to attend the lab for eight hours during the following week. Students and parents will be notified by letter. Truancy mediation proceedings may be initiated.
8. If a Delta student does not attend the lab for the minimum eight hours during the week, or complete enough work to be two weeks behind or less, he/she will be placed in **Epsilon classification** and will continue to be required to attend the lab for eight hours during the week. Students and parents will be notified by letter.
9. Four consecutive weeks at Epsilon status may result in **automatic withdrawal** from GOAL Digital Academy. The student's resident district will be notified at that time.

### Withdrawal from GOAL Digital Academy

Any student who will be withdrawing from the GOAL Digital Academy to attend another school is required to complete withdrawal procedures. All school-owned equipment and curricular materials must be returned in good condition. If the student has withdrawn or moved prior to completing a full three months of instruction, a \$49.95 fee will be charged to offset Internet installation fees.

### **Student Code of Conduct**

- Each student shall do his/her own work. Always give credit to others whose work you use. Do not cut, copy, or plagiarize Internet content, the work of your online classmates, or any other copyrighted materials.
- Students shall not allow others (except for their parents/guardians) to use their accounts or passwords to gain access to the GOAL Digital Academy website or any GOAL Digital Academy computer.
- The student shall complete all assigned work in a timely manner ensuring the work reaches school by the stated due dates. Problems with your personal computer are not excuses for late work. Have a backup way to access the Internet in case of emergencies.
- The student will be courteous and respectful at all times while logged onto the GOAL Digital Academy.
- Any student making statements, either written or verbal, determined by the staff to be sexual harassment, racially prejudice, threatening violence, defined as “hate crimes”, or related to alcohol or drug usage, sales, or distribution, shall be subject to immediate disciplinary action, including possible expulsion.

### **GOAL Digital Academy Learning Lab**

Any GOAL student who wishes to use any of the Learning Labs may do so during posted hours. Students will be required to sign in and sign out at the desk. GOAL Staff will supervise students while they are signed into the lab, but are not responsible for them once they have signed out and left the building. All students are expected to follow the Lab rules and procedures, as follows:

1. If incidental interactions occur with any other student from GOAL or any of the other programs in the building, students are expected to be polite and respectful.
2. When you enter the building, you are to come directly to the lab to sign in.
3. If you need to use the restroom, ask the teacher’s permission, but do not sign out. Go directly to the restroom and directly back to the lab.
4. If you leave the building for any reason, you must sign out and then sign in again when you return.
5. After you have signed out, there is no loitering permitted on school property.
6. There is no smoking on school property. If you are 18 and you sign out to leave the property to smoke, please do it out of sight of school property.
7. Additional rules governing student behavior in the lab will be posted in each lab. All students are expected to follow those Lab rules as well.

### **Student Academic Honesty Policy**

If a teacher or administrator in GOAL Digital Academy suspects that a student's work is not his own or is the result of plagiarism, the following steps will be taken:

1. A letter will be mailed to the student and his parents/guardians describing the issue, inviting a rebuttal, and stating that additional incidences of academic dishonesty will result in disciplinary action.
2. If a second incident of academic dishonesty occurs, the student will be required to complete 8 hours of work a week in the learning lab for a period of 2 weeks.
3. If a third incident of academic dishonesty occurs, the student will be suspended from school for two weeks. Work that is due during those two weeks cannot be made up.
4. If a fourth incident of academic dishonesty occurs, the student will be recommended for expulsion. The Board of Directors will vote upon this recommendation at their regularly scheduled meeting.

### **Internet Acceptable Usage Policy**

Internet access is required for students who enroll in GOAL Digital Academy. Internet access offers valuable, diverse, and unique resources to both students and teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner. The following serves as the expectations of students in our online learning environment.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are potentially illegal, defamatory, inaccurate, or offensive. On a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The GOAL Digital Academy is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether an activity is educational, you must consult with school personnel to help you decide if a use is appropriate.

The following guidelines and procedures are expected to be utilized by staff, students, or community members who are authorized to use the District's computers or Internet services.

- A. Be polite. Users are expected to use appropriate language. No profane, vulgar, suggestive, obscene, belligerent or threatening language that may be offensive to other users. Transmission of disruptive or sexually explicit material that could be construed as harassment or disparagement of others based on their race, national

- origin, sex, sexual orientation, age, disability, religion or political beliefs is prohibited.
- B. Use of computer and/or network resources will not be for personal financial gain or for any commercial or illegal activity.
  - C. Note that electronic mail (e-mail) is not private. Do not redistribute a message from someone unless you have the author's prior consent. All GOAL Digital Academy correspondence must use the goaldigital.org email account.
  - D. Do not reveal your personal home address or phone number or those of other students or colleagues.
  - E. The network should not be used in such a way that it will disrupt the use of the network by others.
  - F. Each student is responsible for the proper use of his/her network account at all times. Users shall keep personal account numbers, home addresses and telephone numbers private.
  - G. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
  - H. Any materials on GOAL Digital Academy's website(s) may be protected by copyright and should not be reproduced without permission. Students and staff who publish information on our website are to comply with the Copyright Act (Section 110) and the TEACH Act (HR 2215) when incorporating copyrighted works.
  - I. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm, destroy, or steal equipment or materials or the data of any other user.
  - J. Users shall not use the Academy's computer network or the Internet to gain unauthorized access to other computer or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
  - K. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
  - L. Users shall not violate the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
  - M. Users shall report any security problem or misuse of the network to the teacher or the director or immediate supervisor.
  - N. The administration reserves the right to monitor any computer activity and online communications for improper use.
  - O. Rules and regulations of etiquette are subject to change by the administration.

Users are subject to all local, state, and federal laws. GOAL Digital Academy administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations

may result in removal from the GOAL Digital Academy, as well as other disciplinary or legal action.

### **Privacy**

Network and Internet access is provided as a tool to assist in education. The GOAL Digital Academy reserves the right to monitor, inspect, copy, review and store at any time without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the GOAL Digital Academy and no user shall have any expectation of privacy regarding such materials.

### **Warranties**

The GOAL Digital Academy makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of the school's computer networks or the Internet under this policy. The Academy shall not be responsible for personal property used with Academy computers or networks or Academy-provided Internet access. No one shall retaliate against an employee or student because he/she files a grievance, assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual or because he/she has opposed language or conduct that violates this policy. The user or, if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the school in the event that the school initiates an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on access from a location outside the GOAL Digital Academy's network.

### **Computer Equipment Usage Policy**

Computer equipment owned by GOAL Digital Academy will be loaned to any student requesting it. If personal equipment is used for schoolwork, the parents/guardians take full responsibility for procuring parts, supplies, and tech support.

High-speed Internet access will also be provided by GOAL Digital Academy to all students. GOAL personnel must request the installation in order for GOAL to be billed for the service. If parents/guardians arrange for Internet installation, they agree to pay for installation and monthly service. GOAL-provided Internet service is intended for the student's computer only. If parents/guardians wish to maintain their own Internet service, GOAL will provide and install a router so that two computers may use the service.

Any equipment that is owned by GOAL Digital Academy and loaned to students to use is expected to be primarily used for educational purposes. Students and parents/guardians shall not engage in illegal, or pornographic activity while online or offline with school-owned equipment. Because of the nature of the school, GOAL Digital Academy reserves the right to monitor users and administrators of the Academy have the right to inspect the

equipment at any time. Students acting in an illegal or pornographic manner, as determined by school officials, are subject to immediate expulsion.

Parents/Guardians take financial responsibility for all equipment entrusted to them and are encouraged to hold current homeowners or renters insurance, which would cover replacement costs in the event of a fire, accident, or other disaster.

Blatant abuse of equipment, including tampering with Internet filtering abilities, may result in removal of the hardware. If the equipment is malfunctioning, it is the student's and parent(s)' responsibility to inform the GOAL computer technicians immediately so repairs can be made.

Repairs to GOAL Digital Academy owned equipment will be provided within one week of reporting at no charge. Phone support for parent/guardian-owned equipment is available for \$25.00 per ticket and \$50.00 per home visit. Once payment is received, the technician will schedule the call/visit.

### **Consequences of Violating School Rules/Policies**

If a student violates any school rules or policies, it may result in suspension or expulsion from the learning lab, field trips, or school. Students may be assigned to in-school restriction. Internet usage hours from home may be limited and access to certain computer programs may be limited or excluded.

Each violation of rules will be evaluated individually to determine appropriate consequences.

### **LEGAL REFERENCES**

Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554), Communications Act of 1934, as amended (47 U.S.C. 245[h], [l]), the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F), and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002 (H.R. 2215)

## Academic Information

### Online Learning Calendar

GOAL Digital Academy uses a 36 week calendar, divided into four nine-week terms. Work that is due during each nine week term is graded to comprise a nine week grade. Students may work up to two weeks ahead during that nine week term, so long as future assignments are available. Although teachers will accept late work during a nine-week term, once the term is complete, all work must be turned in. In this way, GOAL offers a flexible version of a face-to-face school schedule.

### Proficiency/Achievement Testing

All students are required to take Ohio Achievement Tests in writing, reading, mathematics, citizenship and science. To receive a diploma from GOAL Digital Academy, a student must pass all five parts of the Ohio Graduation Test. In most cases, students will have at least seven opportunities to pass the Ohio Graduation Test. Students are required to attend testing at a predetermined date and time.

### Grading Policy

<b>GRADE</b>	<b>PERCENTAGE</b>	<b>POINT VALUE</b>	<b>POINT EQUIVALENTS</b>
A+	100 - 98	4.33	13
A	97 – 92	4.00	12
A-	91 – 90	3.67	11
B+	89 – 88	3.33	10
B	87 – 82	3.00	9
B-	81- 80	2.67	8
C+	79 – 78	2.33	7
C	77 – 72	2.00	6
C-	71 – 70	1.67	5
D+	69 – 68	1.33	4
D	67 – 62	1.00	3
D-	61 – 60	0.67	2
F	59 – 0	0.00	0

Individual course grades are based on a 100-point percentage scale and plusses and minuses are used. The Point Value Scale is used when calculating GPA (grade point average) and determining honor roll and class rank. K-8 students earn nine-week grades only and do not have exam grades or semester averages.

In grades 9-12, the nine-week grades will be converted to the 13 Point Equivalent Scale when determining semester averages at the end of course work.

To figure final high school grades, exam grade point equivalents (13 point scale) are added to each nine weeks point equivalent doubled. Thus exam grades count one fifth of the total course grade. **To earn a passing final grade for a semester, a student must earn a passing grade for two of the three scores (two nine weeks and one exam grade).**

### **Incompletes**

Students must make a written request to receive an incomplete for a class due to a catastrophe. When an incomplete is received in a subject, at the end of a 9-weeks grading period, the student is given a maximum of 14 calendar days to complete the work or the incomplete grade will convert to an F.

### **Graduation Requirements**

Credits required for graduation: 21

Of those 21 credits, 5 may be electives, the other 16 must fulfill the following requirements:

English – 4

Math – 3

Science – 3 (including 1.0 cr. of physical science and 1.0 cr. of life science)

Soc. Studies – 3 (including 0.5 cr. of American history and 0.5 cr. of government)

Health – 0.5

Phys. Ed. – 0.5

Career Planning – 1

Bus. Tech, Fine Arts, Foreign Language - 1

### **Honor Roll**

The honor roll is tabulated at the conclusion of each nine-week grading period. Grades earned in academic courses are used in determining the honor roll. Three types of honors are awarded to students using the following classifications:

Academic Honor – 4.33-4.00

Academic Distinction – 3.5-3.99 (no D, F, I, only 1 C)

Academic Merit – 3.0-3.49 (no D, F, I, only 1 C)

### **Students with Special Needs**

For students who have physical disabilities or identified learning disabilities that require special arrangements, we will make every effort to accommodate their needs. When students enroll, they should present documentation that describes the nature of any disabilities so we can verify that we are capable of providing all approved accommodations.

**I hereby agree to abide by all of the terms and conditions as provided in the GOAL Digital Academy Student/Parent Handbook. I understand that any violation of the aforesaid terms and conditions may result in the revocation of my access privileges and/or disciplinary action may be taken.**

**Furthermore, I understand and agree:**

- **That I am financially responsible for any school-owned equipment my student uses. If my child withdraws from GOAL Digital Academy or changes residence prior to completing three full months of instruction, I will be charged a \$49.95 Internet installation fee.**
- **That I will return all equipment immediately upon my child’s withdrawal from GOAL Digital Academy. Civil litigation may result if the equipment is not returned in good condition and in a timely manner.**
- **That I will immediately notify GOAL Digital Academy of any changes of address, phone number or other pertinent information, including change of school enrollment.**
- **That I will accept full responsibility for supervision of my child while using computer equipment and the Internet.**
- **To abide by Ohio Revised Code 3301.07.10 (proficiency testing for charter schools).**

**Parent/Guardian Signature:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**I hereby agree to abide by all of the terms and conditions as provided in the GOAL Digital Academy Student/Parent Handbook. I understand that any violation of the aforesaid terms and conditions may result in the revocation of my access privileges and/or disciplinary action may be taken.**

**Student Signature:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

I agree / disagree to allow the image of my child, \_\_\_\_\_, to be used in promotional materials including the school website, emails, newsletters, mailings, advertisements, and brochures.  
Circle one

Parent signature \_\_\_\_\_ Date \_\_\_\_\_