



STUDENT HANDBOOK

2024-2025

890 West 4th Street, Mansfield, Ohio 44906

Phone: 419-775-4809

Email: info@goaldigital.org

www.goaldigital.org



GOAL DIGITAL ACADEMY

2024/2025 SCHOOL CALENDAR - STUDENT

AUGUST

S	M	T	W	R	F	S
			1	2	3	
4	5	6	7	8	9	10
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SEPTEMBER

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MAY

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23	24	25	26	27	28	29
30	31					

First Day of School: 8/20
Labs Reopen: 1/6
Last Day of School: 5/23

No School:
 Labor Day: 9/2
 Thanksgiving: 11/27-11/29
 Christmas: 12/23-1/3
 M.L. King Day: 1/20
 Presidents' Day: 2/17
 Spring Break: 3/31-4/4
 Memorial Day: 5/26

Labs Closed:
 School in Session

Seniors 2025
 Senior Huddles: 4/11-4/17
 Seniors Last Day to Turn in Assignments: 5/1
 2025 Graduation: 5/16

Art Show & Sale:
 5/9

Count Weeks:
 Fall Count Week: 9/9-9/13
 Thankful Count Week: 11/25-11/27

Interims:
 1st Quarter: 9/22
 2nd Quarter: 12/1
 3rd Quarter: 2/16
 4th Quarter: 4/27

Parent Teacher Conferences:
 10/9, 12/18, 2/26, 4/9

Quarters:
 1st: 8/20-10/20
 2nd: 10/21-1/12
 3rd: 1/13-3/16
 4th: 3/17-5/23



Tech Support

Browse **tutorials** or submit a ticket:

help.mygda.org

Prefer to **call** or **text**?

(419) 989-4857

Chromebook not charging?

Can't submit your work?

We're here to help!

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School Vision & Mission

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.

GOAL Digital Academy is a public on-line community school, serving students throughout the State of Ohio in grades K – 12, with a curriculum written to Ohio Academic Content Standards. GOAL opened its doors in Edison, Ohio, with the 2002-2003 school year, and has grown to seven physical locations since then: Cardington, Delaware, Galion, Mansfield, Marion, Mt Vernon, Newark.

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.

GOAL offers an array of educational services and programs for its students. Special education services and intervention programs are provided for students in all grades for those who require such services. Small resource room hybrid courses are offered for all students who are on an Individualized Educational Program.

Licensed teachers instruct GOAL's students K-12, enabling them to earn an accredited high school diploma. Advanced placement courses and college credit are also available. Tutoring services in GOAL's learning labs are also available for all students.

In addition to its standard curriculum, GOAL offers credit flexibility, drop-out prevention and credit recovery programs to its high school students. GOAL also offers inclusion hybrid courses for at-risk & special education students. GOAL provides educational opportunities for students up to 21 years of age, and up to 23 years of age when the student is on an Individualized Educational Program. Response to Intervention is utilized to ensure all students are provided opportunities for success.

GOAL also has mutual services with many high schools/career centers and JOG programs in Ohio.

Licensed teachers instruct GOAL's middle and elementary school students (Grades K – 8), while parents provide support from home. GOAL's reading and math intervention programs help elementary and middle school students make multiple-year gains. Licensed teachers act as partners with parents, who work with the students on a daily basis.



GOAL Digital Academy Board of Directors

James Peterson, Chair
Greg Nickoli, Member
Larry Hickman, Member
Debbie Curtis, Member
Doug Ute, Member
Dave Jones, Mid-Ohio Director of Community Schools
Steve Earnest, Treasurer

The GOAL Board of Directors meets on the first Thursday of even-numbered months at 8:00 am at the Goal Mansfield Lab. If the Board opts to change the date of the meeting it will be advertised on the website and the Mid-Ohio ESC website.

GOAL Board Meetings will be held: October 3, 2024, December 5, 2024, February 6, 2025, April 10, 2025, June 5, 2025, and August 7, 2025.

To contact the Board of Education office:
890 W. Fourth St.
Mansfield, OH 44906

Phone: 419-775-4809, ext. 1103
Fax: 419-529-2976

GOAL Digital Academy School Administration

Superintendent/Director of GOAL Digital Academy: Tish Jenkins

Phone: 419-775-4809, ext. 1101

Fax: 419-529-2976

Email: tjenkins@mygda.org

Executive Assistant to Superintendent: Diane Moore

Phone: 419-775-4809, ext. 1103

Fax: 419-529-2976

Email: dmoore@mygda.org

Director of Operations/Principal: Jeff Grimmatt

Phone: 419-775-4809, ext. 1108

Fax: 419-529-2976

Email: jgrimmatt@mygda.org

Assistant Director of Technology: Wes Brooks

Phone: 419-775-4809, ext. 1107

Fax: 419-529-2976

Email: wbrooks@mygda.org

K-8 Director: Kelli Fisher

Phone: 419-775-4809, ext. 1201

Fax: 419-960-4915

Email: kfisher@mygda.org

Director of Special Education: Stephanie Bowers

Phone: 419-775-4809, ext. 1303

Fax: 419-529-2976

Email: sbowers@mygda.org

Director of Partnerships & Family Engagement: Jessica Caughlan

Phone: 419-775-4809, ext. 1903

Fax: 419-529-2976

Email: jcaughlan@mygda.org

Principal/Director of Curriculum: Dionna Randas

Phone : 419-775-4809, ext. 1212

Cell Phone: 567-202-2359

Fax: 419-529-2976

Email: drandas@mygda.org

School Psychologist: Elisabeth (Lisa) Kraemer

Phone: 419-775-4809, ext. 1124

Fax: 419-529-2976

Email: ekraemer@mygda.org

Attendance and Participation

Attendance Policy

GOAL Digital Academy offers a minimum of 920 hours of instruction for the academic year in compliance with the Ohio Revised Code. All students are required to log in to CANVAS and complete schoolwork each scheduled school calendar day to be counted present and log all time to be counted in the Student Attendance System. Students are encouraged to log their attendance daily. Students have access to learning opportunities 24 hours a day, 7 days a week. Students should complete a minimum of 5 hours and 15 minutes of schoolwork each day, with no more than 10 hours in any one day. Students must have a total of 26 hours and 15 minutes of logged learning opportunities each school week. If the student does not complete 5 hours and 15 minutes of schoolwork on a scheduled school day, the time not completed must be made up during the school week to ensure that the student has an overall accumulated total time of 26 hours and 15 minutes for the school week.

Regular attendance by all students is very important and has a direct correlation to student achievement. Students who work in their classes a minimum of 26 hours and 15 minutes per week are most likely to attain their educational goals at a pace comparable to traditional school schedules. GOAL monitors student attendance closely.

Students and/or Parents/Guardians should ensure attendance hours are logged in the Student Attendance System prior to Sunday at midnight each week. All absences will be assumed unexcused until notification/documentation is received by GOAL.

GOAL courses can be accessed anywhere with an internet connection, students are expected to complete their coursework regularly, including on planned trips. Lack of internet service is not an excuse for lack of attendance/participation as there are many alternative solutions available. Please contact the Technology Department for assistance with internet access or technical issues.

There are NO WEATHER-RELATED days for GOAL students. Even if labs are closed due to adverse weather, GOAL is an online school and, therefore, students must still participate.

GOAL expects their student to have a primary focus on their academics. School sanctioned face-to-face or online events may be included in attendance. Supplemental or offline attendance hours can be added which include but are not limited to activities such as:

- Physical Education Activity
- Independent Reading
- Volunteer/Work

Students are required to keep a log of supplemental and offline hours, in addition to recording it in the Student Attendance System. Verification of supplemental and/or offline hours may be requested at any time. If you have additional questions, please contact the Attendance Department at attendance@mygda.org.

Excused Absences

Absences will be excused in full day increments.

Absences for the following reasons shall be considered excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Unusual or emergency situations at home.
- E. Religious holidays and activities consistent with the truly held religious beliefs of the child or his/her family.
- F. Authorized school-sponsored activities.
- G. Approved college visits.
- H. Acts of God.
- I. Quarantine.
- J. Out-of-state travel, not to exceed four (4) days per school year, for participation in an enrichment activity approved by the Board of Directors or an extracurricular activity, defined as a student activity program operated by the School but not included in a graded course of study.
- K. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
- L. Pre-enlistment reporting to military enlistment processing station, with verification of the date and time of the reporting from the military authority.
- M. Other circumstances which, in the judgment of the Superintendent, constitute a good and sufficient cause for absence from school, including but not limited to circumstances which are out of the child's control.

An absence for any reason other than those listed above shall be classified as unexcused.

Notification of Absence

Responsible parties can submit Notification of Absence by completing the Notification of Absence Form available online at <https://www.goaldigital.org/attendance> or calling the Attendance Department at 419-494-0101 and providing the following information:

- Name and contact information of the informing responsible party
- Students first and last name
- Students grade level
- Date of absence
- Reason for absence

Supporting documentation pertaining to your students attendance should be submitted with the Notification of Absence Form or sent directly to attendance@mygda.org.

**Any student who misrepresents themselves as their responsible party is in violation of the Code of Conduct see Falsification of Hours*

Substantiation of Excused Absences and Unexcused Absences

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

After a student is absent for more than the equivalent of 10 days in one school year, the student will be required to substantiate their excused absence by providing either (a) written verification from a physician licensed to practice medicine in the state or (b) written documentation for an absence to be excused.

Failure to provide the foregoing will result in an absence being unexcused.

Falsification of Hours

A student and/or parent/guardian who knowingly and intentionally reports/gives false or misleading information, either oral or written, is in violation of the Code of Conduct.

The Board reserves the right to verify participation in learning opportunities and to investigate absences, attendance, and participation. If, after an investigation, a student is determined to be falsifying absences, attendances, or participation, the student will be marked with an unexcused absence, learning opportunities will not be counted, and the student will be subject to discipline.

Parents/Guardians should guide, coach, and facilitate learning, but assignments should always be completed only by the student.

Truancy and Excessive Absences

Below is a summary of School policy and Ohio law regarding truancy. For the full policy, please see Policy 6.09, Habitual Truancy Intervention Strategies.

Definition of Excessive Absent

- Absent 38 or more hours in one school month with a nonmedical excuse or without a legitimate excuse
- Absent 65 or more hours in one school year with a nonmedical excuse or without a legitimate excuse

The School will notify the Student's Parent/Guardian/Custodian ("Responsible Party"), in writing. The School may take any action as an intervention strategy. The student will follow the School's plan for absence intervention, and the student may be referred to community resources.

Definition of Habitual Truant

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse
- Absent 72 or more hours in one school year without a legitimate excuse

GOAL will notify the Responsible Party, in writing, when a student is Habitually Truant. Within 7 school days of the triggering absence, the student will be assigned to an absence intervention team. GOAL will make three meaningful attempts to secure the student's Responsible Party participation on the absence intervention team. Within 14 school days after assignment of the absence intervention team, the School will develop the student's absence intervention plan.

If the parent/guardian chooses not to participate, the team will proceed with development of the Absence Intervention Plan and will provide a copy to the parent. If the student misses 30 or more consecutive hours, 42 or more hours in a school month or if the student fails to make satisfactory progress on the plan, GOAL Digital Academy can file a complaint in juvenile court.

Some counties, based on residency, require that we inform them of habitual absences prior to the state regulated intervals of absence. Please check with your county for their specific regulations or inquire with the attendance officer if you have specific questions regarding your area.

Automatic Withdrawal

Automatic Withdrawal – 72 Hours

The Ohio Revised Code requires community schools to automatically withdraw a student from the school if the student, without legitimate excuse, fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student. The School shall automatically withdraw a student if the student, without a legitimate excuse, fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student. The student's parent/guardian will be notified by mail that such a withdrawal has happened. Notice of the withdrawal will also be sent to the residential school at that time, as well as to appropriate county, legal, and social service agencies. The student and/or parent/guardian must return all issued school equipment within one week of the withdrawal and immediately enroll the student in an accredited Ohio school.

Withdrawal Due to Failure to Participate in Tests

Students are required to participate in state-mandated testing. Students who fail to participate in required testing for two consecutive years will be withdrawn from the School.

Re-Enrollment

When a student is withdrawn due to the circumstances above, GOAL prohibits re-enrollment for the remainder of the school year, unless there is an extenuating circumstance, which is approved by the Superintendent.

Parent/Guardian/Responsible Party Responsibilities

Parents/Guardians/Responsible Parties of students enrolled at GOAL Digital Academy can expect to guide learning a minimum of 5 hours and 15 minutes per day to maintain a typical school year's pace for accomplishing lessons. Students' educational success can only be achieved when a Parent/Guardian/Responsible Parties understand that they play a key role in following the attendance requirements and the items below.

- Understand that students must meet the state attendance requirements. Students require a minimum of 920 hours.
- Parents/Guardians are to supervise and monitor students daily, to ensure they are in attendance and engaged in online classes, learning, and completing assigned schoolwork.
- Parents/Guardians/Responsible Parties should guide, coach, and facilitate learning, but assignments should always be completed only by the student.
- Parents/Guardians/Responsible Parties must ensure attendance time is recorded in the school system each day, 5 hours and 15 minutes of schoolwork each day / 26 hours and 15 minutes per week.
- Parents/Guardians/Responsible Parties of students who receive Special Education Services must ensure that regular and consistent communication with the assigned Intervention Specialist occurs. GOAL Digital Academy feels that it is imperative that scheduled services are attended to ensure students' success.
- All students are required to attend and complete all required testing including state testing.
- Parents/Guardians/Responsible Parties must provide transportation to required testing and any other required face to face events. If assistance is needed for transportation contact your students' Educational Advocate.
- Parents/Guardians/Responsible Parties must communicate with or respond to school staff in a respectful, courteous, and timely manner regarding a student's education, attend required meetings and conferences (IEP/ETR if applicable).

Failure to follow the school's attendance requirements may result in the students' removal from GOAL Digital Academy.

Transportation to Labs

GOAL does not provide transportation to its students. GOAL may provide free County Transit bus tickets to its students who request them. Parents are responsible for transportation of students to and from GOAL's lab for state mandated testing and in cases where a Court orders a student to attend a GOAL lab. If you are having problems with transportation, please contact your Education Advocate for assistance.

Withdrawal from GOAL Digital Academy

Any student who withdraws from 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 before GOAL will forward the student's records to another school.

Withdrawal to Home Educate

Under Ohio law, GOAL Digital Academy cannot approve students to withdraw to be home-educated. Parents/Guardians who desire to withdraw their children to home educate them must do so through their school district of residence before withdrawing from GOAL Digital Academy. Prior to withdrawing from GOAL:

1. Parent/Guardians must provide written notice to their school district of residence's superintendent about their intent to home-educate their child(ren).

2. The Parents should then obtain a written letter acknowledging the student's home education and provide the letter to GOAL. If a letter cannot be obtained, GOAL staff will attempt to assist the Parent/Guardian to confirm the home education status prior to withdrawing the student.

Student Issues

Student Dress Code (Policy 6.24)

School dress should enhance a positive image of the students and the School and not threaten the health, welfare, and safety of the members of the student body. Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense and cleanliness. The Superintendent or designee is authorized to develop guidelines or handbook provisions to further define and implement this policy.

Dress code rules are in effect during the regular school day, as well as at any school-sponsored activity.

The Board of Directors prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the School;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property; or
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

The following specific limitations shall be observed:

1. Students' shorts or skirts must be at least mid-thigh in length.
2. Tank top straps shall be at least 1-inch-wide and no "spaghetti strap" tank tops or shirts which are low-cut or expose the midriff are not to be worn by any student.
3. Pants shall be pulled up to the waist and no "baggy" pants or those with holes above the knees shall be permitted.
4. Hats must be removed and sweatshirts or coats must have the hood pulled down once students are inside GOAL's premises.
5. No undergarments shall be visible.
6. No logos or printing on clothing which is deemed inappropriate or offensive by GOAL staff shall be permitted.

7. Paintings, makeup, or other temporary coverings that are designed to disguise one's identity, are prohibited.

Final interpretations of appropriate dress and grooming reside with the Superintendent and/or the Superintendent's designees. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights.

In the case of Student Dress Code violations, the student's parents shall be called to bring proper attire for the student to change into or, in the alternative, to pick up the student. The student shall wait in a non-public area designated by GOAL staff until the parents arrive. In the case of students who are age eighteen (18) or older, the student will be asked to immediately leave GOAL's premises, or to wait in non-public area designated by GOAL staff until someone arrives to deliver alternative clothing or to pick the student up.

Interrogations and Searches (Policy 6.28)

Searches of School Property Assigned to a Student

Students shall have no expectation of privacy in any in-school storage supplied by the Board of Directors and in those areas and instances set forth in this policy.

The lockers supplied by the Board and used by the students are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

No personal lock may be used if the school issues locks or a built-in lock is provided, unless approved by the principal or his/her designee. If a personal lock is used, the student is required to provide the combination and/or key to the building principal or his/her designee.

The Board directs that the following notice be posted in a conspicuous place in the School:

"The lockers supplied in this school and used by the students are the property of the Board of Directors. Therefore, the student lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule."

The principal- (or designee) may conduct a routine inspection of lockers at least annually.

Notwithstanding any other provisions of this policy, the principal (or designee) may search at any time the locker of any student and the contents of any locker of any student in the School if the principal reasonably believes that the locker or its contents contains evidence of a violation of a criminal statute or school rule, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert that threat or apparent threat.

Searches of a Student's Person, Personal Property, or Vehicle by School Personnel

School authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the nature of the alleged infraction, the objective of the search, and the age and sex of the student. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.

A request for the search of a student or a student's possessions will be directed to the building principal or designee. Unless circumstances do not permit such a search, searches should be conducted in the presence of the student and another staff member.

The principal (or designee) shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. A written copy shall immediately be forwarded to the Superintendent. The building principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Searches of Student Property by Police

A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student kept on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

Use of Canines for Detection of Evidence of Violation of Laws or School Rules

Since random searches have a positive impact on reducing drugs, weapons, and other criminal activity in the schools, it is the policy of the Board to permit building administrators to search any locker and its contents as the administrator believes necessary by the use of properly trained canines to detect evidence of the violation of laws or School rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on School premises, and students themselves for the presence of such evidence, according to the guidelines set forth below.

Lockers, Automobiles, and other Places

Properly trained canines may be used at any time to sniff lockers, automobiles, and other places on School premises for evidence of the violation of laws or School rules. If a canine indicates the presence of evidence of the violation of laws or School rules in a locker, automobile, or other place on School premises, that locker, automobile, or other place, as well as its contents, may be searched for such evidence. A notice shall be posted in a conspicuous place which states:

“Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor

vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.”

Students

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or School rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or School rules on the student’s person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

The foregoing policy shall be included in the student handbook that is given to each student and posted in every building.

Before a student will be permitted to use School provided parking facilities, the student will be required to complete a form requesting permission to use the facilities. The form shall also require the student to consent to the search of the automobile with or without reasonable suspicion, as a condition of using the parking facilities.

Interrogations by Law Enforcement Agencies

- A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or attempted, or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours with or without notifying the parent or guardian.
- B. Interrogations shall be conducted in private. It shall be the responsibility of the law enforcement officer questioning the student to determine whether the student is in police custody, which would require that the student be advised of his/her *Miranda* rights.
- C. If a parent request, or parental contact has not been made, a school official will request to be present when an interrogation takes place within the school.
- D. When the law enforcement agency feels it is necessary to remove a child from school, parental consent should first be obtained or a warrant, court order, or other legal document should be produced, which would give them authority to remove the child without parental consent. If the circumstances make it possible to make this notification to the parents, the principal or his/her designee should do so.

Student Code of Conduct (Policy 6.19)

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the School and off of property owned or controlled by the School but that is connected to activities or incidents that have occurred on property owned or controlled by the School and misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Directors or property owned, rented, or

maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, and all other school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
- B. FALSE ALARMS - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
- G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- J. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.

- K. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- L. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school.
- Q. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
- R. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- S. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- T. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
- U. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
- V. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
- W. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- X. CHEATING.
- Y. PLAGIARISM.
- Z. TRESPASSING OR LOITERING.

- AA. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
- BB. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.
- CC. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- DD. Leaving school property or assigned area prior to specified dismissal time without official permission.
- EE. Open displays of affection between members of the same or opposite sex.
- FF. Unauthorized throwing of any object including, but not limited to, snowballs.
- GG. Commission of an immoral act.
- HH. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- II. Misuse of school property.
- JJ. The Superintendent may prohibit a student from attending and/or participating in the School's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- KK. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- LL. Violation of policies governing internet usage.
- MM. Driving in an unsafe manner.
- NN. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.

- OO. Any attempts to engage in conduct prohibited by this policy.
- PP. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- QQ. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- RR. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the School in response to the COVID-19 pandemic.

Student Discipline Procedure (Policy 6.18)

If a student violates any school rules or policies, it may result in expulsion, suspension, emergency removal, permanent exclusion, or alternate discipline pursuant to Policy 6.18, Student Discipline. This Policy is available on the School's website at <http://www.goaldigital.org/board.html>. 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.

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.

Harassment and Violence (Policy 9.09)

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or

other appropriate administrator. All reports shall be investigated as soon as possible in accordance with the policies applicable to the harassment which is the subject of the complaint.

Student Complaints of Sexual Harassment (Policy 9.10)

The Board of Directors recognizes that a student's right to freedom from discrimination includes the opportunity to learn in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the School and will not be tolerated. This policy or a version which provides students adequate notice of the prohibition against sexual harassment, the conduct that constitutes sexual harassment, and the complaint procedure for reporting sexual harassment shall be included in the student handbooks.

It shall be a violation of this Policy for any member of the School staff to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual harassment has occurred or participating in the investigation of the complaint is also prohibited. It shall also be a violation of this policy for students or third parties (i.e., visiting speaker, or visiting athletic team) to harass other students through conduct or communications of a sexual nature as defined below.

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any student regarding sexual harassment of that student must forward that report to the building principal or Title IX Coordinator within one school day or within a reasonable period of time if there is a good cause for the delay. Any building principal receiving a report of sexual harassment shall promptly notify the Title IX Coordinator.

The School's designated and authorized Title IX Coordinator is:

Tish Jenkins, Superintendent
890 West Fourth Street
Mansfield, OH 44906
419-775-4809
tjenkins@mygda.org

The designated/authorized Title IX Coordinator and his/her contact information shall be made known to all applicants for admission and employment, students, parents or legal guardians of students, employees, and all of the School's employee unions. Further, the School shall prominently display on its website the contact information for the Title IX Coordinator.

1. Definitions

- a. Sexual harassment – conduct on the basis of sex that satisfies one or more of the following:
 - (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (*i.e.*, *quid pro quo*); or

- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 - (iii) Sexual assault (as defined in the Clery Act, 20 U.S.C. 1092(f)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.
- b. Complainant – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
 - c. Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
 - d. Formal complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education programs or activities of the School.

2. Duty to Respond

The School will promptly respond when an allegation of sexual harassment occurs in an education program or activity. Education programs and activities include locations, events, or circumstances over which the School exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

3. Supportive Measures

“Supportive measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to an alleged victim or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. The purpose of supportive measures is equal access to education.

The School shall offer supportive measures to a complainant. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Supportive measures may include:

- a. Counseling;
- b. Extensions of deadlines or other course-related adjustments;
- c. Modifications of class schedules;
- d. Campus escort services;
- e. Mutual restrictions on contact between the parties;
- f. Leaves of absence;
- g. Increased security and monitoring of certain areas of campus.

4. Complaint Procedure

- a. Any student who alleges sexual harassment by any staff member or student in the School may complain directly to the Title IX Coordinator, guidance counselor, teacher, Superintendent, any other school employee whom the student trusts, or any other individual designated to receive such complaints. An individual who is complaining of sexual harassment is not required to work out the problem directly with the individual alleged to have harassed him or her.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

The School will treat a person as a complainant any time it has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment (regardless of whether the person themselves reported, or a third party reported the sexual harassment), and irrespective of whether the complainant ever chooses to file a formal complaint.

- b. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. No employee or representative of the School, nor any other person, may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Complaints alleging retaliation may be filed according to the procedures for sex discrimination.

Therefore, filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments. The person to whom the complaint was made shall, within one (1) school day, report the complaint to the Title IX Coordinator. If the Title IX Coordinator or Superintendent is the employee alleged to have engaged in the sexual harassment, the report shall be made to the Board.

- c. The right to confidentiality, both of the complainant and of the respondent, will be respected consistent with the School's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. The School will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding.

5. Investigation

- a. The investigator should remember that the investigation requires a balancing of the respondent's rights, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School and not on the parties.
- b. The investigator shall send written notice to both parties of the allegations set forth in the complaint upon receipt of a formal complaint. The notice must include sufficient details known at the time, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and notice of any provision in School's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- c. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- d. Following the meeting with the complainant, the investigator shall conduct an adequate, reliable, and impartial investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the respondent and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred. Both parties must be permitted an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- e. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School obtains that party's voluntary, written consent to do so.
- f. Both parties shall be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

6. Post-Investigation Procedures

- a. Prior to completion of the investigative report, the School must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. All such evidence must be subject to the parties' inspection and review and be available at any hearing.

Upon conclusion of the investigation, the investigator shall issue a written report to the parties and their advisors that fairly summarizes the relevant evidence. After the investigative report has been sent to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision maker(s) must explain to the party proposing the questions any decision to exclude questions as not relevant.

Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the respondent was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive. The School shall use a "preponderance of the evidence" standard to make such determination. The report shall be issued to the complainant, if an employee, or to the complainant's parents, if a student. A copy of the report shall also be sent to the Superintendent or his/her designee and the respondent.

- b. A finding of no harassment or inconclusive evidence by the decision maker shall end the investigation.
- c. If the decision maker finds that harassment occurred, the investigator shall recommend what steps are necessary to ensure that the harassment is eliminated for the victim and other individuals affected by the sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

7. Informal Resolution

The investigator may offer informal resolution options if a formal complaint is filed, and both parties give voluntary, informed, written consent. The School shall not require, as a condition of enrollment or continuing enrollment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint. The investigator will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

8. Appeals

- a. The School will offer both parties the opportunity to appeal from a determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. Procedural irregularity that affected the outcome of the matter;
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
 - 3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias that affected the outcome of the matter.
- b. An appeal must be submitted in writing to the Title IX Coordinator within seven calendar days of the issuance of the determination regarding responsibility, which includes a statement specifying the grounds for the appeal. The opposing party will be notified of the appeal and provided seven calendar days from such notice to submit to a statement in support of the outcome.
- c. An “Appeal Decision Maker” shall be designated by the Superintendent to review the investigative report and the statements submitted by the parties as part of the appeal. The Appeal Decision Maker shall investigate whether a basis for overturning the decision regarding responsibility exists. The Appeal Decision Maker shall not be the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- d. The Appeal Decision Maker shall issue a written decision describing the result of the appeal and the rationale for the result, and shall provide the written decision simultaneously to both parties and their advisors within 28 calendar days of the Title IX Coordinator’s receipt of a parties’ notice of appeal of the original decision maker.

9. Dismissal of Complaints

- a. Complaints must be dismissed by the decision maker where the allegations, if true, would not meet the Title IX jurisdictional conditions:
 - 1. The actions complained of do not meet the definition of “sexual harassment”;
 - 2. The actions complained of were not against a person in the United States;
 - 3. The actions complained of did not occur in the School’s education program or activity.

- b. Complaints may be dismissed by the decision maker where:
 - 1. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 2. The respondent is no longer enrolled or employed by the School; and/or
 - 3. Specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the allegations contained in the formal complaint.
- c. The Title IX Coordinator will send the parties written notice of any dismissal decision, and the reason(s) therefore.
- d. Both parties shall have the right to appeal a dismissal decision by submitting written notice of appeal to the Title IX Coordinator within seven calendar days of the issuance of the dismissal notice. The Appeal Decision Maker shall review the notice of appeal and issue a decision regarding the appeal in writing to both parties within 14 calendar days of the issuance of the notice of dismissal.

10. Discipline

A substantiated charge against a student in the School shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code. Making a materially false statement in bad faith in the course of an investigation under this Policy may subject a student to disciplinary action.

Bullying and Other Forms of Aggressive Behavior (Policy 9.29)

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on School property, on a school bus, or during any School sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from School. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible School employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the School, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, School employees, and/or School administrators;

- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the principal or other appropriate administrator;
- C. Teachers and other School staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify School administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - 1. Causes mental or physical harm to the other student; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.

- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 2. Sending abusive or threatening instant messages;
 3. Using camera phones to take embarrassing photographs of students and posting them online;
 4. Using Web sites to circulate gossip and rumors to other students;
 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal for review and action.

Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A School staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the School staff member and/or administrator shall be promptly forwarded to the principal for review and action.

In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, or bullying in other

interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the School’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board of Directors’ interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment,

intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision when students attend learning labs;
- C. Maintain contact with parents and guardians of all involved parties;

- D. Provide counseling for the victim if assessed that it is needed;
- E. Inform School personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other School actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and School needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Instruct students how to work together in a collaborative and supportive atmosphere; and/or

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for the School and students in the School. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and

prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other School policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A School employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the School's website to the extent permitted by state and federal student privacy laws.

NOTICE: Restraint and Seclusion Policy (Policy 6.46)

The Board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports ("PBIS") by its employees to address inappropriate behavior by School students. As part of this framework, the School's educational environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on School students. The PBIS prevention-oriented framework applies to all students, all staff, and in all settings.

Physical restraint and/or seclusion may only be used by trained School employees, and only when the dangerous behavior of a student creates an immediate risk of physical harm to the student or others and no alternative safe and effective intervention strategy is possible. Further, those techniques must be used in a manner that is age and developmentally appropriate. School employees shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults within the School. Practices that do not adhere to the standards and requirements set forth in policy 6.46 are prohibited.

Goal Digital Academy's Policy on Restraint and Seclusion, Policy 6.46, is available on the School's website at: <http://policies.pepple-waggoner.com/goal-digital-academy>

Restraint and Seclusion Complaint Process

A parent may choose to file a complaint with the Ohio Department of Education, Office of Integrated Student Supports, in accordance with the complaint procedures outlined below.

- A. The parent forwards a copy of the complaint to the School serving the child at the same time the party files the complaint with the Ohio Department of Education.
- B. A sufficient complaint includes the following:
 - 1. A statement that the School has violated this policy;
 - 2. The facts on which the statement is based; and

3. The signature and contact information for the parent.
- C. Timeline of the complaint:
1. The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received.
 2. The Ohio Department of Education, Office of Integrated Student Supports has a time limit of 90 days after the complaint is filed to:
 - a. Provide the School with the opportunity to respond to the parent, including, at the discretion of the School, a proposal to resolve the complaint;
 - b. Give the parent the opportunity to submit additional information, either orally or in writing, about the allegations of the complaint;
 - c. Review all relevant information and make an independent determination as to whether the School is violating a requirement;
 - d. Carry out an independent investigation, whether on-site or off-site, if the Ohio Department of Education determines that an investigation is needed;
 - e. Issue a written decision to the complainant that addresses each allegation in the complaint and contains findings of fact and conclusions and the reasons for the Ohio Department of Education's final decision.
- D. This rule does not limit the ability of a parent of a student with a disability to file a complaint under any other provision of law.

Education Program from Prevention and Relocation of Missing Children

GOAL Digital Academy ("School") utilizes materials from the Ohio Attorney General Missing Children Clearinghouse and resources from the National Center for Missing and Exploited Children in order to educate students, parents and community members about the risks of abduction and exploitation of children. Many of the resources utilized for educational purposes can be found at: <http://www.missingkids.com> or <http://www.ohioattorneygeneral.gov/missingchildren>

To support efforts to prevent abductions and to recover missing children, from time to time the School may cooperate with legal law enforcement agencies in the voluntary fingerprinting of students enrolled at the School. Parents are also encouraged to maintain a copy of the fingerprints of all children living in the home for purposes of identification.

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. The majority of a student's schoolwork is to be done at home, with GOAL's lab being utilized for tutoring or extra help with GOAL's learning system. Tutoring is offered at various GOAL Labs. Students may sign up for tutoring through the lab staff or through the student's Academic Coach. GOAL is an on-line school and, as such, does not provide accommodations to ensure students' comfort or good health (such as cafeteria service or break areas). Typical student time in the lab is 2-3 hours per day.
2. Students are strictly prohibited from possessing weapons of any type, or toy or replicas of weapons, possessing or using tobacco, alcohol, drugs or any other illegal substance in or on school property. Students shall not be under the influence of any illegal drug or alcohol while on school property. Such actions shall result in immediate suspension and recommendation for expulsion to the Board of Directors.
3. To provide the best help to our younger student population, grades Kindergarten through 5th are required to schedule a supervised time to meet with a staff member at the lab. This time would range from 1 to 3 hours and would be determined with the staff at that lab.
4. Students using the labs are required to work on school lessons only. Accessing websites other than those necessary to complete the student's school assignments is strictly prohibited.
5. No food or drinks are permitted in the lab. Cell phones must be turned off. Headphones may be used only when a student's lesson requires watching an educational video.
6. Only students and their parents, or a parent-appointed adult guardian, may enter GOAL's lab. Students' friends or non-parental/guardian family members who are not active GOAL students are strictly prohibited from entering the lab.
7. Students' infants are permitted in the lab, but must not be disruptive for other students. The infant should be secured in a carrier, or upon the student's lap. If the infant cries, the student must take the infant out of the lab until he or she is quiet. For safety reasons, crawling and walking babies and toddlers are not permitted in the lab, even when accompanied by the parental student.
8. 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.
9. When a student enters the building, he or she is to come directly to the lab to sign in. Students are not to be anywhere within or outside of GOAL's lab, except the restrooms, an assigned classroom (if applicable), the tutoring room (if signed up for tutoring) or when meeting with a GOAL staff member.
10. If a student needs to use the restroom, the student should ask the lab aide's permission, but does not need to sign out. The student is to go directly to the restroom and directly back to the lab.

11. After a student has signed out, there is no loitering permitted on school property. School property includes the entire parking lot and surrounding areas. Once the student signs out, the student shall vacate school property and the student shall not be permitted to be outside on school property for any reason. The student shall wait in the lab for pick-up, or in the case of students who drive themselves, shall immediately proceed to his or her vehicle and vacate GOAL's premises.
12. A student shall not participate in gang related activities, appear with or wear gang identification, such as attire, colors or clothing. All gang related items will be confiscated. A student shall not designate boundaries or turf, or participate in hazing, initiation, or recruiting activities
13. 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.
14. A student will receive one warning only for violating lab regulations, then a parent will be called to pick up the student. If a parent is called to pick up a student, the parent or the parent's representative must arrive within 15 minutes of such call to pick up the student.
15. Smoke-Free Schools (Policy 9.14)

For purposes of this policy, "smoking" shall mean inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. "Use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco.

The Board prohibits smoking and the use of tobacco in any enclosed area including classrooms, storage areas, restrooms, stairways, or vehicles, on school grounds or at any School-sponsored activity.

Technology

Computer and Internet Acceptable Usage Policy (Policy 6.48)

Computer and 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.

GOAL Digital Academy provides access to its computers, electronic equipment, computer networks and the Internet (the "Network") collectively for educational purposes only. 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 Network.

- 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 Network and/or Network resources may 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 @mygda.org email account.
- D. The network should not be used in such a way that it will disrupt the use of the network by others.
- E. 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.
- F. Users shall not use the Network to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- G. 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. <https://www.copyright.gov/>
- H. Vandalism will result in discipline up to and including expulsion. 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.
- I. Users shall not use the 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.
- J. 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.
- K. Users shall not violate the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- L. Users shall report any security problem or misuse of the Network to the teacher or the director or immediate supervisor.
- M. Users will be responsible for any monetary charges incurred for use or purchase through the Network.
- N. 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 disciplinary action up to and including expulsion from GOAL Digital Academy, as well as other legal action.

Privacy

Network access is provided as a tool to assist in education. 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 Network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of GOAL Digital Academy and no user shall have any expectation of privacy regarding such materials.

Warranties

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 Network 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. By signing this policy, users are taking full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Board, the School, and all of its Board members, administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its Network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with GOAL Digital Academy in the event GOAL Digital Academy initiates an investigation of the user's use of his or her access to its Network and the Internet, whether that use is on a school computer or on another computer.

Active Restriction Measures

The School, either by itself or in conjunction with the site providing Internet access, will utilize filtering software or other technology protection measures to prevent all users from accessing visual depictions that are (a) obscene, as that term is defined in 18 U.S.C. §1460, or (b) child pornography, as that term is defined in 18 U.S.C. §2256; and to prevent students from accessing visual depictions that are harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors, as determined by the Board and/or Superintendent or designee.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 U.S.C. §254(h)(7)), as meaning any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Computer Equipment Usage Policy

Computer equipment owned by GOAL Digital Academy is loaned to students and remains property of GOAL Digital Academy. If personal equipment is used for schoolwork, the parents/guardians take full responsibility for procuring parts, supplies, and tech support. Any equipment that is owned by GOAL Digital Academy and loaned to students to use is expected to be used only for educational purposes.

Internet access cards will also be provided by GOAL Digital Academy to all students. GOAL-provided Internet service is intended for the student’s computer only.

Parents/Guardians and Students ages 18 and above understand and agree to return any equipment to GOAL Digital Academy upon withdrawal of the student.

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

Blatant abuse of equipment, including but not limited to tampering with Internet filtering abilities, may result in discipline up to and including expulsion. 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. If GOAL’s equipment is intentionally harmed by a student or other person (or animal) living with or visiting the student, the student’s parents/guardians will be billed for the current value of such equipment. Until financial restitution is made to GOAL for the damaged equipment, GOAL will not loan the student any more equipment.

Computer Supplied by School (Required Statement - O.R.C. 3314.22)

Each child enrolled in GOAL Digital Academy is entitled to a computer supplied by the School; however, the parent of any child enrolled in GOAL may waive this entitlement, as explained below. In no case will GOAL provide a stipend or other substitute to an enrolled child or the child's parent in lieu of supplying a computer to the child.

If more than one child living in a single residence is enrolled in GOAL, at the option of the parent of those children, GOAL may supply less than one computer per child, as long as at least one computer is supplied to the residence. GOAL may supply no computer at all only if the parent has waived the entitlement pursuant to O.R.C. 3314.22. The parent may amend the decision to accept less than one computer per child anytime during the school year, and, in such case, within thirty (30) days after the parent notifies GOAL of such amendment, GOAL shall provide any additional computers requested by the parent up to the number necessary to comply with O.R.C. 3314.22.

The parent of any child enrolled in GOAL may waive the entitlement to one computer per child, and have no computer at all supplied by GOAL, if GOAL and the parent set forth that waiver in writing with both parties attesting that there is a computer available to the child in the child's residence with sufficient hardware, software, programming, and connectivity so that the child may fully participate in all of the learning opportunities offered to the child by GOAL. The parent may amend the decision to waive the entitlement at any time during the school year and, in such case, within thirty (30) days after the parent notifies the school of that decision, the school shall provide any additional computers requested by the parent up to the number necessary to comply with O.R.C. 3314.22, regardless of whether there is any change in the conditions attested to in the waiver.

Use of Cell Phones

Cell phones are not to be used while onsite at any of GOAL's labs.

Teacher Qualifications

Parents may request information about your child's teacher(s) Educational Qualifications by calling 419-775-4809 ext. 1103.

Academic Information

Overview

All students should start with the current week's curriculum, unless otherwise notified by their teacher(s), the guidance counselors, or a director or assistant director.

Online Learning Calendar

GOAL Digital Academy uses a 38-week calendar, divided into four quarterly terms. Work that is due during each term is graded to comprise a quarterly term grade. Students may work up to two weeks ahead during that term, so long as future assignments are available. Although teachers will accept late work during a quarterly 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.

Achievement Testing

All students are required to take State of Ohio mandated tests. Students are required to attend testing at a predetermined date and time. Parents and students will receive a letter and a phone call in advance of State Testing days. Pursuant to Ohio law, if a student misses a State of Ohio mandated test for two consecutive years of enrollment in the school, the student will be withdrawn from GOAL Digital Academy.

Grading Policy

GRADE	PERCENTAGE	POINT VALUE	POINT EQUIVALENTS
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 quarterly term grades only and do not have exam grades or semester averages.

In grades 9-12, the quarterly 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 two times each quarterly term's point equivalent. 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 quarterly terms 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 quarterly 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

State law has introduced new, evolving requirements to graduate based on what year students enter ninth grade. As these requirements are evolving and vary by grade, the State's most up-to-date requirements may be accessed here:

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

In addition to those requirements, GOAL Digital Academy has adopted a Policy called Graduation/Diploma Requirements (Policy 6.15). This Policy provides GOAL's additional requirements and pathways to graduation and is stated below.

Graduation/Diploma Requirements (Policy 6.15)

Except as otherwise provided in this Board Policy, School students shall be permitted to graduate and shall receive a diploma in accordance with the requirements of Ohio law. Units of high school credit shall be granted to students who demonstrate subject area competency through work-based learning experiences, internships, or cooperative education in accordance with the framework developed by the Ohio Department of Education. Students, including students enrolled in seventh and eighth grade, may earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction in accordance with the plan adopted by the State Board of Education. Students are encouraged to consult with the School about the path to graduation which is right for them.

In total, twenty-one (21) units of academic credit shall be required to graduate.

Advanced Work

The School shall permit students below ninth grade to take advanced work, shall award high school credit for successful completion of the advanced work, and shall count such advanced work toward the School's graduation requirements in accordance with Ohio law.

Examinations Not Administered by the School

If the School does not administer the nationally standardized assessments in English, mathematics, and reading, any end-of-course examination(s), or the nationally recognized job skills assessment selected by the State Board of Education, which the student chooses to take to satisfy statutory graduation requirements, the student must arrange for the applicable scores to be sent directly to the School by the company or organization that administers the examination.

School-Determined Diploma Seals

The below guidelines shall apply to the following state seals prescribed by the State Board of Education under R.C. 3313.6114(C)(8) to (10).

1. Community Service Seal: A student shall meet the requirement for this seal by completing a community service project that is aligned with the following guidelines:
 - a. Can be completed at any point during high school.
 - b. Requirements for community service:

- i. 60 hours.
 - ii. Each community service experience must be pre-approved by the student's educational advocate, administration, or school counselor.
2. Fine and Performing Arts Seal: A student shall meet the requirement for this seal by demonstrating skill in the fine or performing arts according to an evaluation that is aligned with the following guidelines:

Two high school credits of visual or performing art.

3. Student Engagement Seal: A student shall meet the requirement for this seal by participating in extracurricular activities such as athletics, clubs, or student government to a meaningful extent, as determined by the following guidelines:

Eight complete extracurricular experiences during high school, such as athletics, clubs, or student government.

Extracurricular activities and/or clubs must be sponsored by the School, any school district as authorized pursuant to R.C. 3313.537, or the student's prior high school(s).

Coach, athletic director, or club advisor will determine if the student has completed participation to a meaningful extent and sign verification paperwork.

The School shall use the following method to give, to the extent feasible, a student who transfers into the School a proportional amount of credit for any progress the student was making toward earning that state seal at the school district or different public or chartered nonpublic school from which the student transfers: Proportional credit shall be based on the documented hours, credits, or activities completed at the school from which the student transfers.

Graduation – Competency-Based Instructional Program

In lieu of the above graduation requirements, a student may qualify for graduation if the School has obtained a dropout prevention and recovery program waiver described in R.C. 3313.603(F), the student has enrolled in the dropout prevention and recovery program, and the student has completed a competency-based instructional program.

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

Students with disabilities who enroll should present current documentation, which includes a current evaluation team report and a current individual education plan. These documents will assist the team in making appropriate educational decisions for the student. GOAL Digital Academy provides and ensures that all students are educated with the least restrictive environment.

Child Find

"Child Find" is an annual search to identify and evaluate all district children, birth through 21, who may not be receiving appropriate educational opportunities. Children who have suspected difficulties in motor skills, communication skills, cognitive areas or social/emotional functioning, are, upon request, eligible for evaluation and possible services regardless of their special education needs. Persons who are aware of a child who fits the criteria for a needs evaluation may contact the GOAL Office 1-419-521-9008 ext. 1102

Extracurricular

Extracurricular opportunities are offered regularly for students. We do our best to foster social skills and to build a sense of school culture while supplementing our academic offerings. Students need to recognize that extracurricular events are a privilege, not a right. Not only are all handbook rules to be adhered to during such events, but the following are also requirements of those that chose to participate.

- Regular Attendance
- Passing 75% or $\frac{3}{4}$ of classes
- A trend of appropriate behavior

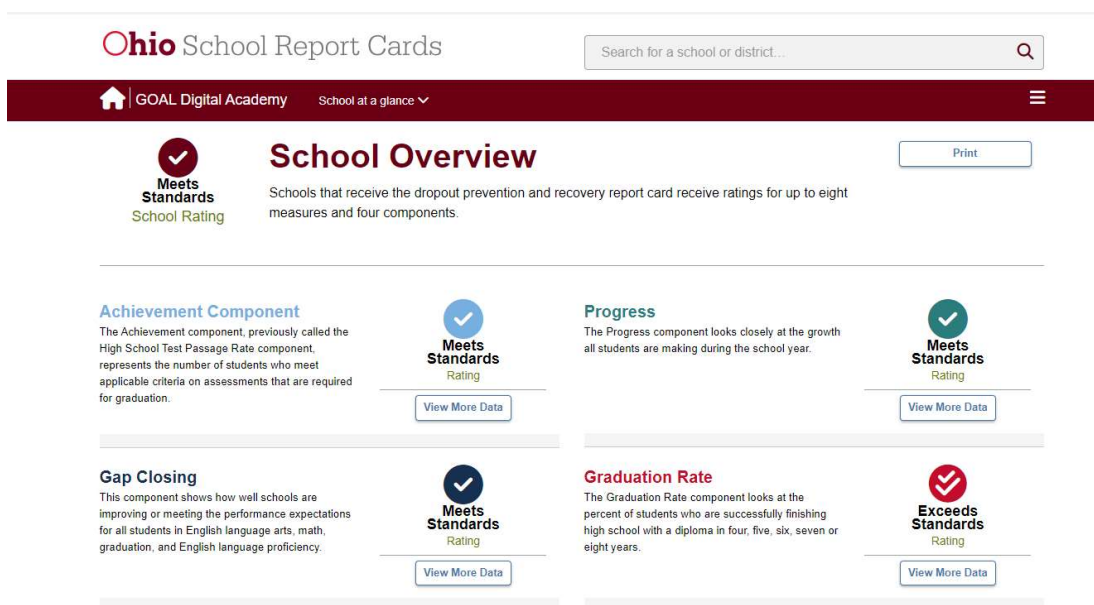
The privilege of participating in extracurricular events can be lost at any time as a result of not meeting any or all of the above requirements.

OhioMeansJobs

The State of Ohio has developed online career planning tool that helps students discover career interests, explore future job options, build a future budget, create a resume and more. You may access Ohio Means Jobs planning tool at: ohiomeansjobs.com by selecting the "K-12 Students" section.

Annual Report Card for GOAL Digital Academy

2022-2023 Annual Report Card



Notices

Testing and Examinations (O.R.C. 3314.041)

GOAL Digital Academy is a community school established under Chapter 3314 of the Revised Code. Goal Digital Academy is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the GOAL Digital Academy that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact GOAL Digital Academy administration or the Ohio Department of Education.

Core Curriculum Notice (O.R.C. 3313.6014)

This Handbook explains the requirements to graduate. One of the consequences of not completing the curriculum is ineligibility to enroll in most state Universities in Ohio without further coursework.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Goal Digital Academy (the "School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Superintendent a written request that identifies the records they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the School Superintendent, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. The criteria for determining who constitutes a School official and what constitutes a legitimate educational interest must be set forth in the School's annual notification for FERPA rights. A School official typically includes a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A School official also may include a volunteer, contractor, or consultant who, while not employed by the School, performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. The right to obtain a copy of the School's policy on student records.

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA) and Ohio law require that the School, with certain exceptions, obtain your written consent prior to disclosing personally identifiable information from your child's education records. However, the School may disclose "directory information" without written consent unless you have advised the School to the contrary.

The primary purpose of having directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

- displaying photos on the School's website
- honor roll or other recognition lists
- graduation programs and
- publishing information in a local newspaper or website

The Goal Digital Academy considers the following to be "directory information":

- Name, address and phone number
- Date and place of birth
- Photographs
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance at the School
- Grade level
- Date of graduation
- Degrees, honors and awards received
- Most previous educational agency or institution attended
- E-mail address
- Any other information which would not generally be considered harmful or an invasion of privacy if disclosed

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect and return it to the building principal on or before September 15 of this school year or within twenty (20) days of receiving this handbook. In the event a refusal is not filed, GOAL Digital Academy will

deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

**Notice of Non-Discrimination
(Title VI, Title IX, Section 504, Age Discrimination Act, Title II, Boy Scouts of
America Equal Access Act)**

The GOAL Digital Academy does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tish Jenkins – Superintendent GOAL Digital Academy

890 W. Fourth St.
Mansfield, OH 44906
Phone: 419-775-4809, ext. 1101

For further information on notice of nondiscrimination, visit:
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.com> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Behavioral Health Services

Your child may be asked to participate in individual or group counseling offered by GOAL Digital Academy. Topics or behaviors that could be addressed in therapy include depression/suicidal ideation, anxiety/stress management, anger management, drug and alcohol abuse, trauma survival, identity/LBGQTQ issues, or other emotional/ behavioral issues that might affect educational success.

Certification of Receipt, Understanding, and Compliance

I have read and understand the GOAL Digital Academy Student/Parent Handbook. I further agree to abide by all of the policies, terms and conditions of GOAL Digital Academy. I understand that the contents of this handbook are not all-inclusive. I further understand that GOAL Digital Academy reserves the right to make reasonable decisions in areas not specifically covered in the handbook, Board policy, or administrative regulations. GOAL Digital Academy's Policies are available on the School's website.

Furthermore, as the student's Parent/Guardian, I understand and agree:

- That I am financially responsible for any school-owned equipment my student uses
- 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.
- That my child will complete at a minimum 920 hours of learning opportunities each year. Curriculum will be completed both online and offline depending on the individual course plan.

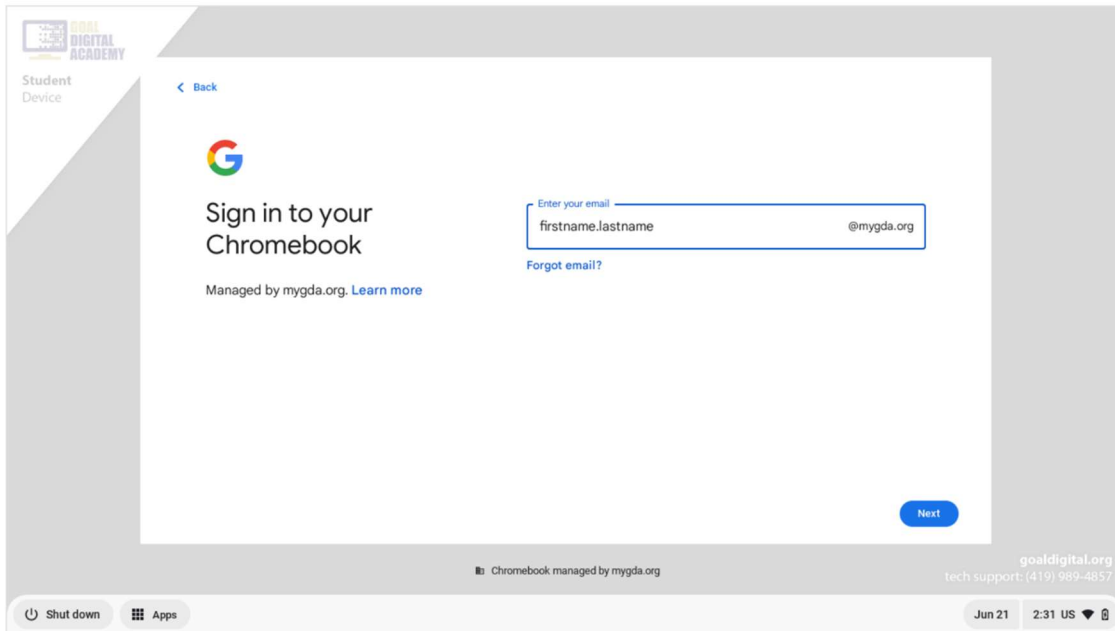
As the student, I hereby agree to abide by all of the policies, terms, and conditions GOAL Digital Academy. I also understand that GOAL has the right to change its policies, procedures, regulations and rules. If there is a conflict between the information in this Handbook and any law, rule, policy, or regulation, the law, rule, policy, or regulation is the controlling authority.

Student Signature: _____

Print Full Name: _____ Date _____

Welcome to your new Chromebook!

If you are using a school Chromebook, you should see this screen when you first open the device:

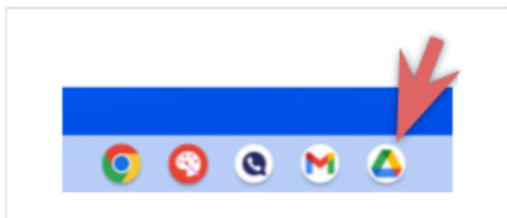


Go ahead and sign in using your school email in the format firstname.lastname@mygda.org and the password you were given at orientation.

Note: Not using a school Chromebook? Don't worry, you can sign into your school account from any device using the same credentials. Go to any Google website, like drive.google.com, and use the sign-in button or account switcher in the upper right. Once you've done this, you will be able to access the Canvas Dashboard at gda.instructure.com

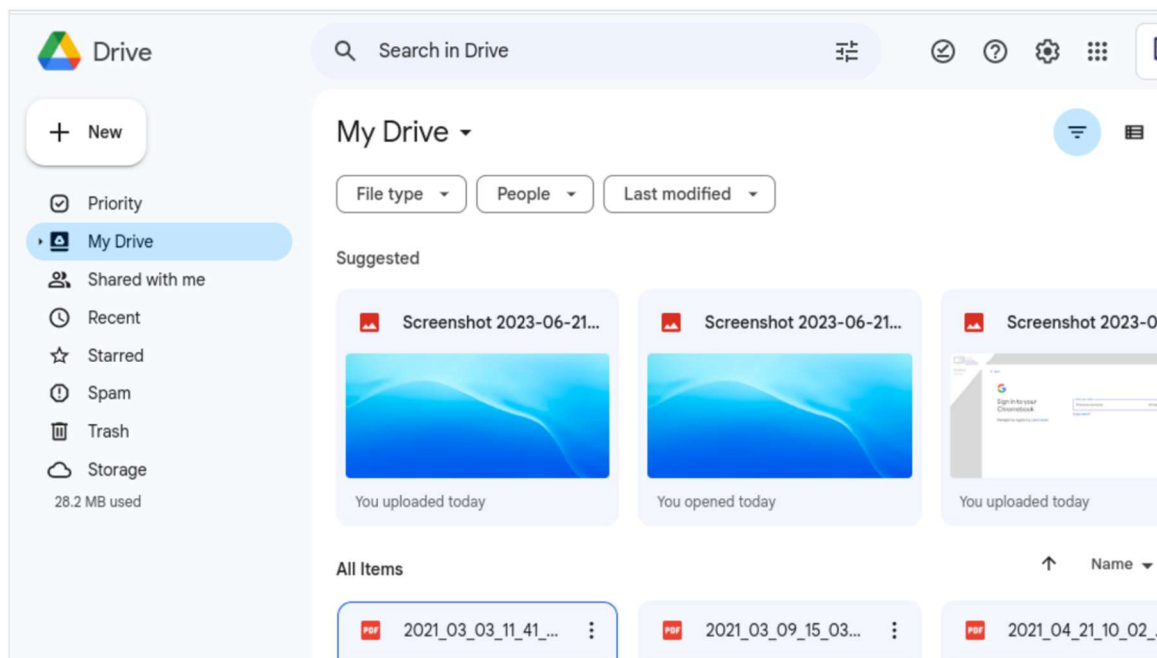
Manage your files with Google Drive

Google Drive is where you'll want to store school-related files, such as assignments, pictures, and more. On a school Chromebook, access it using its icon on the bottom shelf:

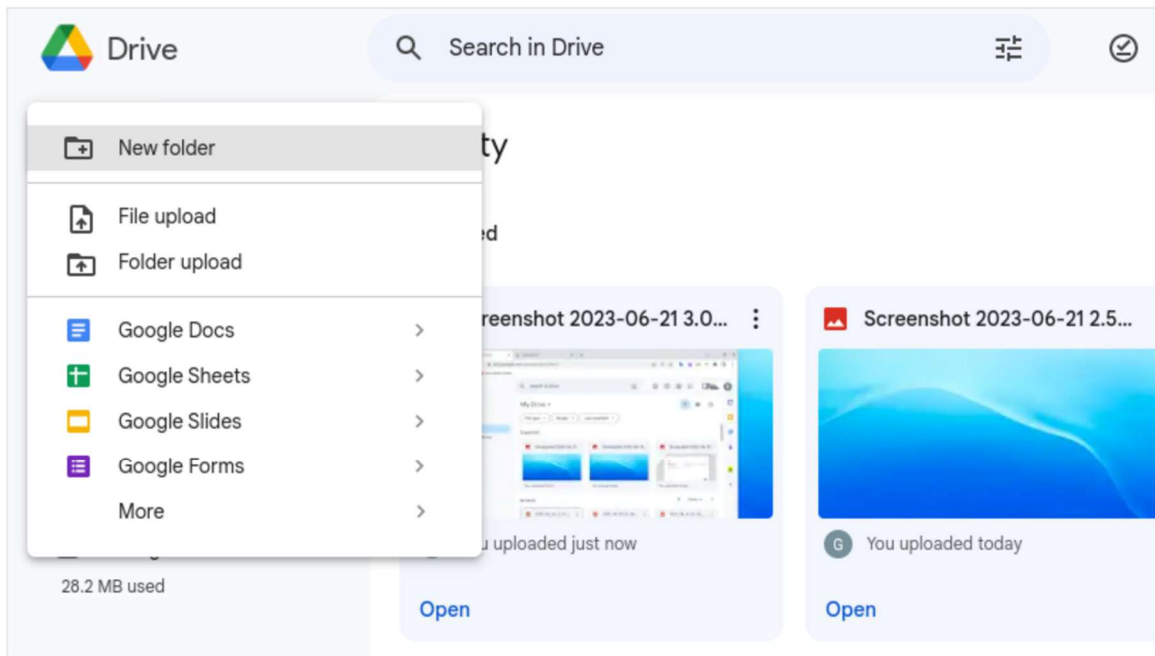


Note: Not on a school Chromebook? Just go to drive.google.com in your web browser and sign in with your school account. If you're already signed in to a personal account, you may need to click your profile picture and choose **Add another account**.

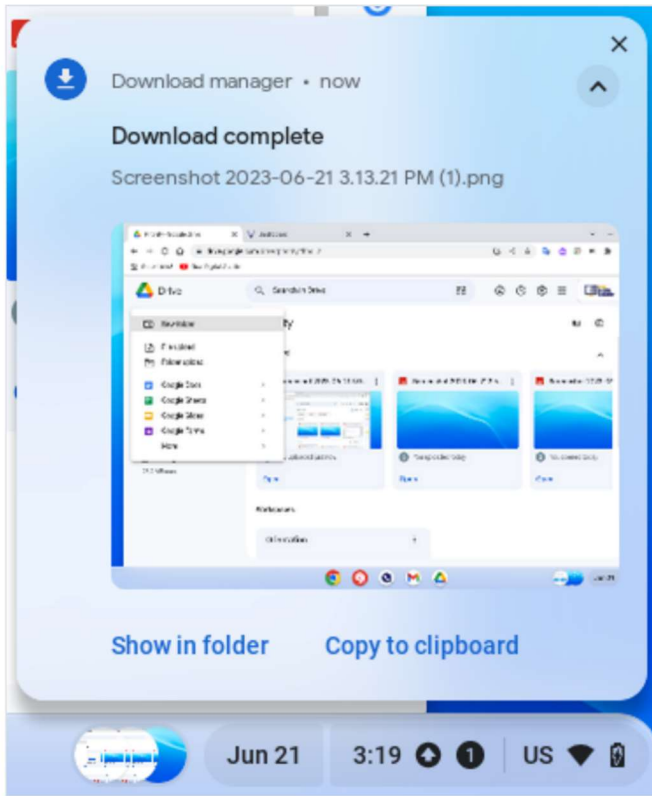
When it opens, you'll see an overview of your recent files. Create new documents, presentations, and more using the **+ New** button in the upper left, or select an existing file to view or edit it:



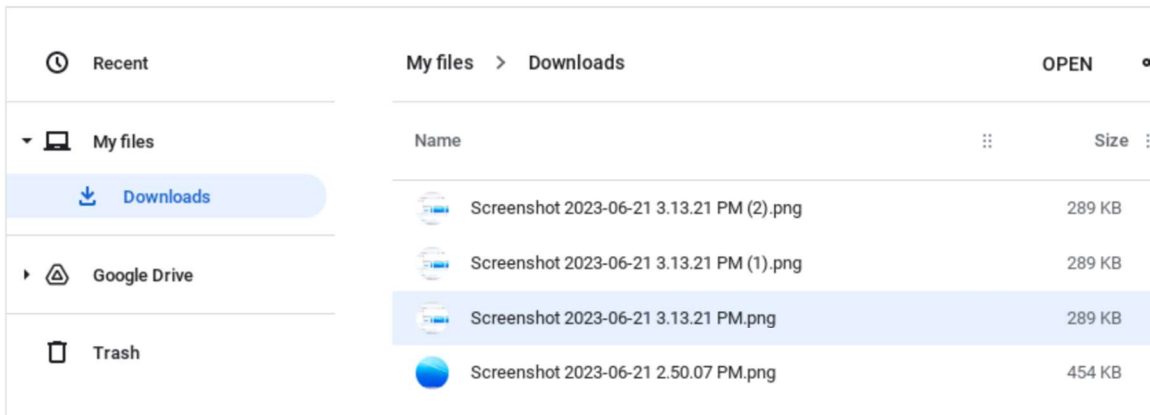
You can also create folders using the **+ New** button, as shown below. Creating folders for different classes and/or weeks and putting assignments in them will pay off in the long term:



By default, when you download files or take screenshots on a Chromebook, they will go into your Downloads folder:



This folder isn't shared between different computers and may be cleared out from time to time. If you want to keep a file, we recommend clicking **Show in folder** and dragging the file to **Google Drive** on the left:



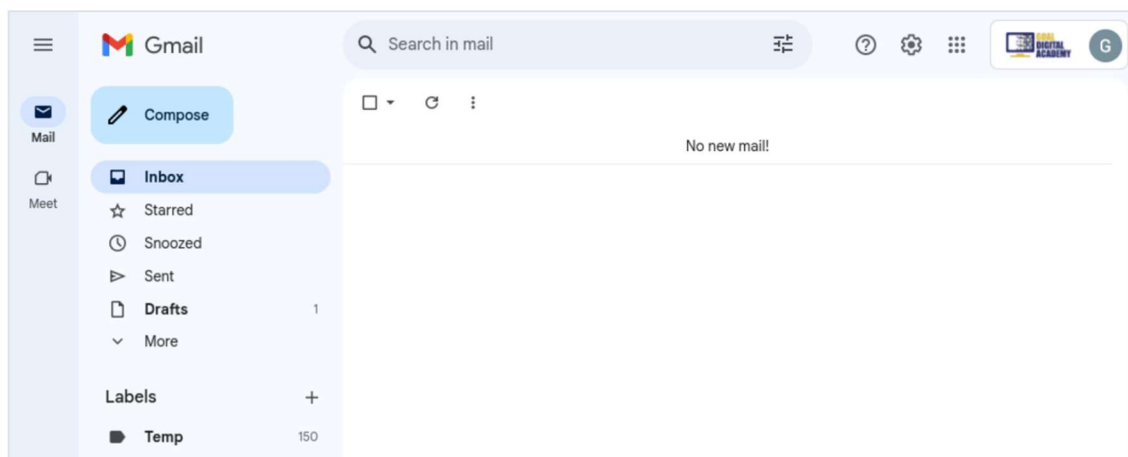
Use your school email

The email you use to log in to your school Chromebook can be used to communicate with others at the school through **Gmail**. You can access it by going to www.gmail.com and signing in with your school account, or by clicking its icon on the bottom shelf:



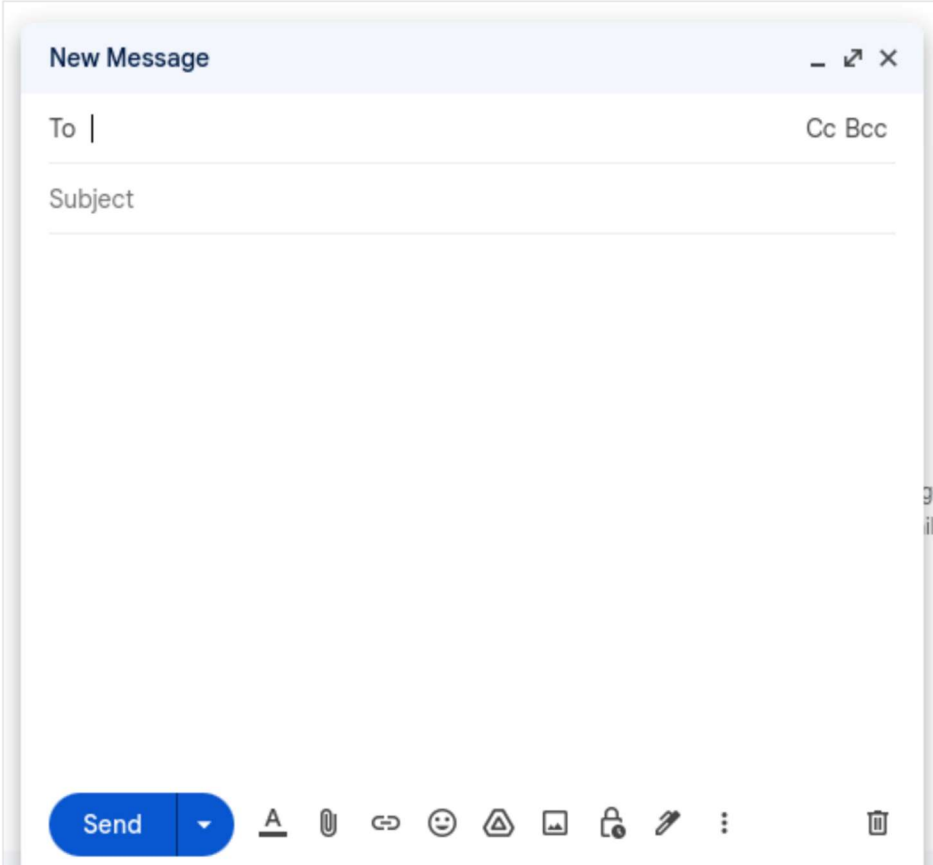
Note: There is a difference between this email and your Canvas inbox. The **Canvas Inbox** is located on the [Canvas dashboard](#) that opens when you first start your Chromebook, and it lets you contact teachers of your classes in Canvas. **Gmail**, on the other hand, is a full email address from which you can contact any staff member. Your teachers and advocate will probably contact you through the Canvas Inbox, but some teachers and other staff may try to contact you through Gmail, so it's important to check both.

Once opened, Gmail will look something like this:



Messages and notifications will appear in the center, where it currently says **No new mail!**. When you receive a message, you can click it to read it, then click **Reply** to send a

reply. To send a new email, click the **Compose** button in the upper left, near the Gmail logo.

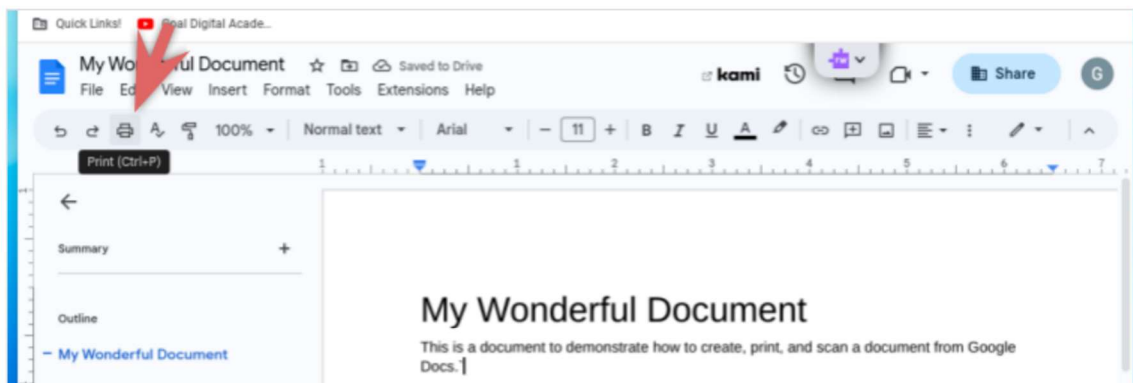


The image shows a screenshot of a Gmail 'New Message' compose window. At the top, the title bar reads 'New Message' with window control icons (minimize, maximize, close) on the right. Below the title bar, there are three input fields: 'To |' with 'Cc Bcc' options to its right, a 'Subject' field, and a large empty text area for the message body. At the bottom, there is a blue 'Send' button with a dropdown arrow, followed by a toolbar with icons for text formatting (underline, bold, italic), attachments (paperclip), links (chain), emojis (smiley face), images (triangle), photos (picture), attachments (lock), and a trash icon.

Type the name or email address of the person you want to contact where it says **To**. Then, write a short but descriptive **Subject** in the line below, such as "Question about summer book club". Finally, write your message in the space below that, then click **Send** to send the email.

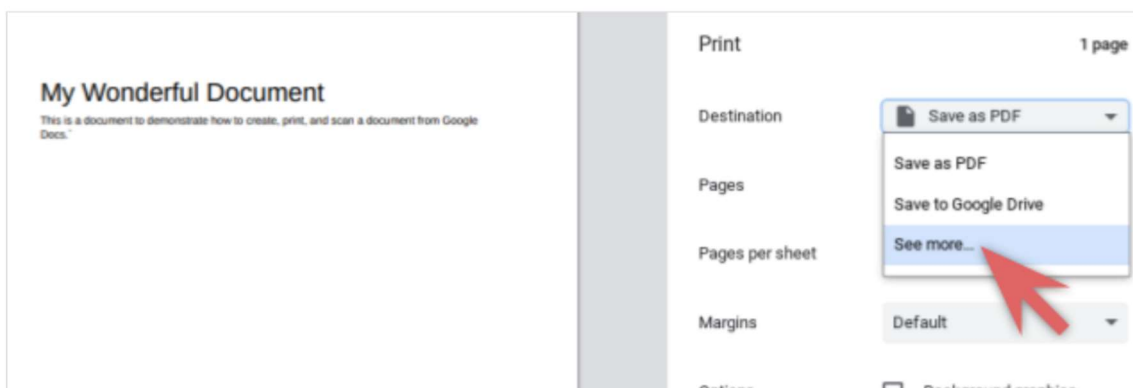
Print files from your Chromebook

To print an assignment or other document on your Chromebook, first open the document. Find the **print** button, usually an icon on the upper left or right, depending on the type of document:



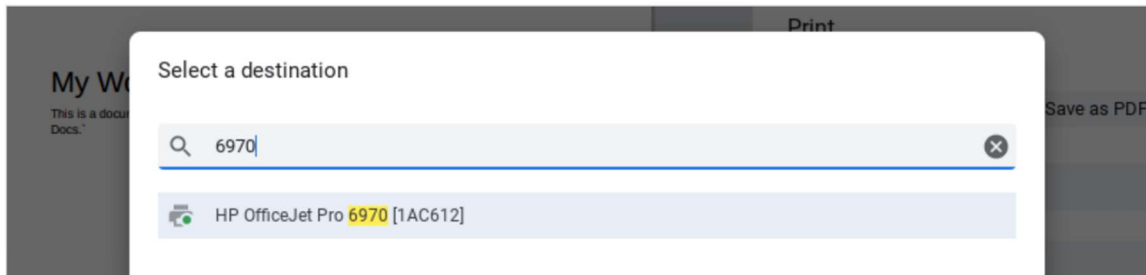
Note: You can quickly print almost any webpage or file by pressing **Ctrl + P** on your keyboard.

This will open the print dialog, shown below. If you see the model name of your printer next to **Destination** on the right, you can go ahead and click **Print**. If not, click the dropdown, then click **See more...**



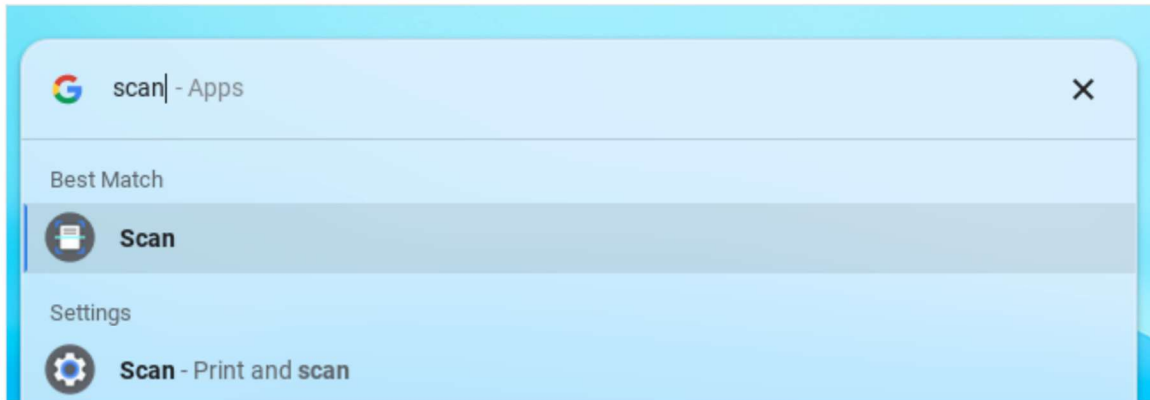
Then, find your model of printer in the list that appears. As GOAL has many of our locations' printers pre-configured, we recommend searching for your own model using

the search bar at the top. Once you click a printer, you can click **Print** in the lower right.

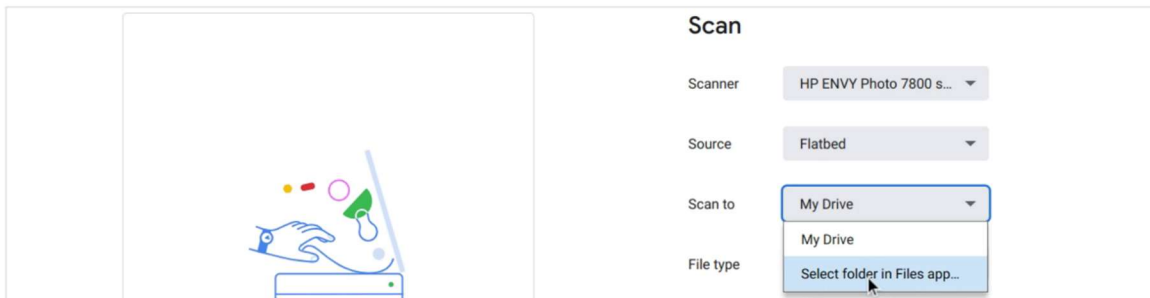


Scan documents to your Chromebook

To scan documents from your printer to your Chromebook, first open the **Scan** app. Start by pressing the 🔍 **Search** key on your keyboard, then type **scan**. The Scan app should appear in the results near the left of the screen. Click it or press **Enter**:



After looking for a moment, the app should find your scanner. Set the folder you want to save to by clicking the **Scan to** dropdown, then clicking **Select folder in Files app...**

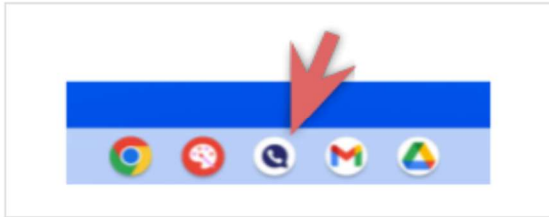


...then select **Google Drive** on the left. You can also create or choose a folder to store scans in here. Click **Open** at the bottom right to set the folder. Then, go ahead and click **Scan** to scan a document, selecting the **Save multiple pages** option or choosing a different **Source** (e.g. the feeder on top of the printer or the flatbed underneath) if needed.

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If not, you can find this article and many more like it on our Tech Support portal at help.mygda.org, or by clicking the **Tech Support** button on your bottom shelf:



You can also get in touch with us by calling or texting (419) 989-4857, or by coming into one of our physical labs, listed at www.goaldigital.org/our-labs

SUCCEED

INSPIRE

LEARN

DISCOVER

EXPLORE

PARTICIPATE

ACHIEVE

LEAD