



CARDINAL DIGITAL ACADEMY

2020-2021

Handbook

The Cardinal Digital Academy Handbook is a supplement to the handbooks approved by the Canfield Board of Education for:

C. H. Campbell Elementary School
Hilltop Elementary School
Canfield Village Middle School
Canfield High School

All policies and procedures contained in these handbooks are applicable to students attending the Cardinal Digital Academy.



DEAR STUDENTS AND FAMILIES,

Welcome to Canfield Local Schools' online learning program, Cardinal Digital Academy. We are excited about this program and look forward to working with you as you embark on a new journey in education. In Canfield Local Schools, we strive to provide a High-Quality Education with the expectation that ALL children will succeed. One of the ways we accomplish this expectation is by providing additional curriculum options for personalized learning opportunities. We believe that our tuition-free online school will give your child a new opportunity to succeed.

BY ENROLLING IN THE CARDINAL DIGITAL ACADEMY PROGRAM, YOUR CHILD HAS THE OPPORTUNITY TO:

- Receive monitoring and assistance (in person when necessary) by highly qualified teachers.
- Receive individual attention and tutoring on a regular basis.
- Participate in all Canfield Local Schools extracurricular activities, including athletics, clubs, band, choir, theater, etc.
- Receive a Canfield High School diploma upon graduation

We are proud to offer an online curriculum which is aligned with the Common Core State Standards. We strive to provide a rigorous curriculum consisting of regular and advanced courses in English, Math, Science, and Social Studies, as well as a number of elective courses. Our highly qualified staff is committed to offering ALL students the best education experiences possible. We ask for the support of parents and families, which is the key to the success of students and the program.

On behalf of the Canfield Local School District, we are excited to have you as a member of our educational community and look forward to the success we know you will experience.

Sincerely,
Joe Maroni
Cardinal Digital Academy Director
330-533-5544 ext. 77016
jmaroni@canfieldschools.net

STUDENT CODE OF CONDUCT

Cardinal Digital Academy is a program in the Canfield Local School District. Cardinal Digital Academy follows the Canfield Local School Board Policies and Student Code of Conduct, unless otherwise stated within this handbook. Canfield Local School Board Policies and Cardinal Digital Academy Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school related programs, on or off premises.

Each student and parent are required to sign a student and parent contract demonstrating a strong commitment to learning and to the program.

Cardinal Digital Academy students are, like all Canfield students, expected to conduct themselves with the highest standards of honesty and integrity. Cardinal Digital Academy students are given the opportunity for academic achievement through an online environment; therefore, it is very important that honesty and integrity be maintained during all times when the student is engaged in school related activities.

In addition to Canfield Local Schools Board policies, examples of dishonest behavior in the virtual classroom may include, but are not limited to:

Plagiarism – Representing another’s ideas, works, expressions, or data in writing or presentation as original content without properly acknowledging the source.

Submitting work through the use of another person’s password/login.

Cheating – Intentionally using or attempting to use unauthorized materials, assistance, or study aids in any academic work. This includes copying another student’s work and submitting it as your own.

Falsification and/or misrepresentation of data.

Inappropriate use of email, discussion forums, or synchronous chat rooms.

Computer Crimes – Damaging computer programs, hacking, constructing viruses, introducing viruses in a system, copying program.

Cases of academic dishonesty will be subject to Canfield Local Schools’ Board Policies regarding violations of the Student Code of Conduct. Possible outcomes will be decided by school administration and may include:

Loss of grade points

Disciplinary action in accordance with local school or district policy

Removal from the course or program

Failure to receive credit for the course

ABSENCE, ATTENDANCE, AND PARTICIPATION

Regular attendance is essential to good schoolwork. It is the parents' responsibility, under the law, to see that children are regular in attendance, including the students enrolled in e-learning, whether at school or at home. If a student is absent for seven (7) consecutive calendar days, a phone call home will be made regarding the student's attendance.

Attendance in online learning is defined as: A weekly, meaningful contact with each assigned teacher. A week is defined as Monday through Friday for those students working from their homes.

Meaningful contact is defined as:

- Turning in completed assignments
- Asking pertinent questions in regard to an assignment
- Contributing to academic discussions when asked

For each class, students must attempt and submit all assignments weekly, according to the school year calendar. Assignments must be completed and turned in to teachers EVERY FRIDAY, by 4 pm. Students are required to submit coursework on or before the assigned dates. We highly recommend a daily structured schedule when students are doing online work.

Students who have a "D" or "F" average in any class must communicate with the teacher of that class(es) once a week. This may be done by phone or through the use of email, depending on the teacher and the class. Teachers of each online class will have designated office hours each week to assist students.

Students working via the computer at home may work longer hours on one day and fewer the next. It is also permissible to log hours on the weekends or during scheduled holidays, keeping in mind that teachers/support staff are not required to respond to students on weekends or holidays. If a student does not comply with the attendance requirements, the policies detailed below will apply.

- 1 Failure to complete the expected number of assignment(s) within a period of seven (7) days, the Cardinal Digital Academy supervisor will make a phone call to the student/parent/guardian informing them that the student is behind and to see if there is a problem.
- 2 If, after 2 weeks, the student is still not in attendance and absenteeism continues, Cardinal Digital Academy reserves the right to contact a Truant Officer. It is the parents' responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or at home. It is imperative that PARENTS assist in monitoring their child's attendance in school.
- 3 Excessive absences may result in the student's removal from the Cardinal Digital Academy program.
- 4 All decisions by the Cardinal Digital Academy Director are final.

Truant means absent without an excuse. Students may be considered truant if:

- They fail to have contact with teachers for a period of ten (10) consecutive days.
- They fail to log into the website for a period of ten (10) consecutive days.
- They receive an attendance warning and fail to complete late work within two weeks.

ATTENDANCE REQUIREMENTS FOR COURSEWORK AND ASSESSMENTS

Cardinal Digital Academy wants to ensure that grades earned through online courses are a true reflection of what the student has learned and what they know. To accomplish this task, attendance policies and assessments will help hold students accountable for their learning and provide equal opportunities for all students by assessing coursework in a monitored lab setting.

Throughout the school year, in all grade levels and courses offered, there will be assessments such as quizzes, exams, and final exams. Completion and results of these assessments will account for a student's nine-week grades and final grades. Typically, quizzes occur more frequently and will count for a smaller percentage of a student's grade. Depending on the course, exams (section, midterm, and/or final exams) may occur about 5 to 6 times during the school year. These grades typically are weighted more heavily and will account for a higher percent of the student's overall grade.

ASSESSMENTS

- Students who will be taking the AIR Assessments, ACT or End of Course exams may be required to participate in test-prep activities. Mandatory test-prep may be scheduled throughout the school year and/or prior to testing. Test-prep may include additional assignments in addition to a student's online weekly coursework, or test-prep may be in addition to scheduled online classes. Any test-prep assigned will be considered part of a student's weekly assignments for attendance purposes.
- Students in grades 3-12 are required to take the AIR Assessments, ACT or End of Course exams during the Ohio Department of Education's designated testing dates. Failure to report for testing will result in unexcused absences unless authorized by a Principal or Program Director. In-person attendance may be required for assessments.

PACING GUIDE FOR COURSE COMPLETION

The exact amount of time required to complete each week's assignments will vary depending on a number of factors (unit requirements, student's readiness, and work ethic). The following is an average that students can use to help make sure that they are keeping up with their studies. It is the responsibility of each student and their parents/guardians to make sure that the student is keeping on track.

The State of Ohio has determined that a full-time student participates in 6.5 hours of academic activities per day. These activities include, but are not limited to, core content studies, elective classes, and study halls.

If working at home full-time, each student should plan on the following amount of time to complete his/ her assignments:

- Approximately 26-28 hours per week
- Approximately 250 hours per each 9 weeks
- Approximately 500 hours per semester
- Approximately 1001 hours per academic year per Ohio Department of Education requirements.

Students working at home full-time will adhere to the Canfield Local Schools calendar. However, students will have access to their studies 24 hours a day, 7 days per week. They will also have access on holidays and non-school days. The at-home student will focus on the completion of their assignments while satisfying the 1001 hours of coursework that is required by the Ohio Department of Education.

RETAKING CLASSES AND CREDIT RECOVERY (H.S. students only)

Failed classes may be retaken as a credit recovery class. Credit recovery classes are self-paced and offer the student the ability to retake multiple credits that may be needed for graduation. Canfield Local Schools' credit and grading policies apply to credit recovery classes. Credit recovery classes will be taken at the Centofanti Success Center located at Canfield High School.

GRADES, REPORT CARDS, PROMOTION, CREDITS, AND GRADUATION

Grades: Parents may check progress, at any time, by using the website and student login.

Report Cards: Students will receive a report card commensurate with their grade level reflecting their progress in each of the Cardinal Digital Academy classes they have enrolled.

Promotion/Retention: Students enrolled in Cardinal Digital Academy classes will adhere to the Canfield Local Schools Board Policies concerning promotion or retention.

Credits: Students earn class status by the number of hours passed per State of Ohio and Canfield Local Schools Board requirements.

Graduation Requirements / State Testing Requirements: Students must earn 21 credits to comply with Ohio Department of Education (ODE) and Canfield Local Schools' graduation requirements.

A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed, and the student must pass all Ohio Graduation Tests.

COMPUTER AND ONLINE SERVICES

Acceptable Use and Internet Safety Policy

Cardinal Digital Academy offers students access to learning via an interconnected computer system and the Internet. As a result, students must take responsibility for appropriate and lawful use of this access. Students are responsible to understand that the misuse of the network and Internet access may jeopardize their ability to enjoy such access. While Cardinal Digital Academy teachers and staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access. Upon entrance into Cardinal Digital Academy, the Canfield Local Schools' "Acceptable Use and Internet

Safety” policy must be signed and kept on file. Upon reviewing, signing, and returning this policy, each student is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parent/guardian read and sign the policy. Canfield Local Schools cannot serve any student who, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Tools and Equipment

Canfield Local Schools can provide each student with the tools and/or equipment needed for participation in Cardinal Digital Academy when the student is completing coursework at school, if necessary. The equipment shall not be abused, misused, or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse, or disassembly and agree to abide by appropriate disciplinary actions.

SERVICES

Gifted Education

Gifted Services Students will be selected and serviced in accordance with Ohio Department of Education and Canfield Local Schools Board policies regarding Gifted Education.

Special Education Services

A full range of special education services are provided through the Canfield Local School District. Information regarding qualification and delivery of services may be obtained from the Special Services Department in Canfield Local Schools. You may also contact Cardinal Digital Academy staff for additional information on services and/or procedures.



PARENT/GUARDIAN AND FAMILY COMMITMENT

(Please check each box to indicate you have read the item, sign the bottom of the form, and return this page to the Cardinal Digital Academy Director.)

A successful student relies on his/her parents to set high expectations and help set goals. As a parent/ guardian, we need you to support us in our efforts to help your child become successful at school. As a parent/guardian, I will:

- Require my child to abide by all the policies and regulations of the Canfield Local Schools and Cardinal Digital Academy Student Code of Conduct. I have received the Cardinal Digital Academy Student and Family Handbook.
- Ensure that my child is prepared for school by making sure he/she had a good night sleep, is clean and ready to make good effort at school.
- Ensure that my child understands and complies with Cardinal Digital Academy Attendance Policies.
- Work with my child to complete all homework assignments. I understand that assignments are due every Friday by 3 p.m. In addition, I will ensure that my child has good school attendance. School attendance includes complete daily/weekly online assignments, attend school to complete exams, attends/completes mandatory test prep, and completes other district/state required testing.
- Help my child study and prepare for exams.
- Maintain open and on-going communication with the school (including telephone calls about my child's attendance) and be available to meet with the staff to discuss my child's progress and absences.
- Provide transportation for my child to and from school if he/she is completing work using the Cardinal Digital Academy computer lab.
- Support the school, director and teachers in their efforts to help my child be successful.

Name of Student (Print)

Parent/Guardian Signature

Date

Cardinal Digital Academy Director

Date

STUDENT LEARNING AND BEHAVIORAL CONTRACT

(Please fill in your name in the blank, check each box to indicate you have read the item, and sign the bottom of the form and return this page to the Cardinal Digital Academy Director.)

- I, _____ (student) hereby agree that I am responsible for my own learning. I understand that in order for me to be successful, I must work hard and complete all my work on time and on a daily/weekly basis.
- I will respect myself; parents, teachers, and principals and I understand that if I violate Canfield Local Schools and Cardinal Digital Academy policies, I may be suspended, expelled, or removed from the program.
- My parents/guardians, Cardinal Digital Academy teachers, and principal/supervisor are committed to helping me become a successful student and responsible citizen. Therefore, if I am having difficulties with my assignments, I will immediately ask my parents/guardians and teachers/principal for assistance. I will complete daily/weekly online assignments, attend school to complete exams, attend/complete mandatory test prep, and complete other district/state required testing.
- I have received a copy of the Cardinal Digital Academy Student and Parent Handbook. I understand and agree to comply with all policies set forth, and I will return any loaned equipment at the end of the school year.

Student Signature

Date

Cardinal Digital Academy Director

Date

