



Student Handbook

2016-2017

WELCOME LETTER FROM BOARD OF DIRECTORS

Dear Students and Parent(s)/Guardian(s),

Welcome and thank you for choosing GOAL Academy High School! You are taking your first steps toward a bright and exciting future. The opportunities that our staff will provide to you are numerous. The dedicated and qualified staff at GOAL Academy is committed to providing you with every opportunity to succeed.

We believe that GOAL students will graduate with life skills, workforce readiness, and a strong academic background that will allow them to become productive members of society. This belief influences every decision we make. We are student-focused, which is why it is so important for us to create personalized pathways for each student's success.

We measure success in terms of how many of our students achieve happiness in their life. In order to reach this level of success, we work together to determine what each student wants his or her future to look like. Once this has been determined, the real journey begins. Our individually tailored educational model allows our staff and students to create a customized education plan with lofty, yet achievable goals that will guide students to desired outcomes for their careers and life.

We look forward to your success.
We are here to serve you.

Sincerely,

GOAL Academy Board of Directors

GOAL ACADEMY'S MISSION

The Guided Online Academic Learning (“GOAL”) Academy students will graduate with life skills, postsecondary and workforce readiness, assuring they become productive members of society.

GOAL ACADEMY'S VISION

GOAL Academy will be the *premier* provider of high-tech quality education, utilizing customized, flexible, and supportive learning environments, engaging online, blended, face-to-face instruction, and other cutting-edge educational philosophies and tools.

GOAL ACADEMY'S EDUCATIONAL PHILOSOPHY

Beyond our mission and vision, GOAL Academy operates on foundational pillars that represent the core beliefs that guide our daily activities. On a daily basis GOAL strives to:

1. Create opportunities by advocating for students, providing new learning experiences, and fostering new ideas.
2. Ensure there are no excuses and no surprises for students. Remove barriers to student learning, promote content mastery, require consistent communication, and provide strategies for success in the post-secondary environment.
3. Maintain *healthy intrusiveness* by not allowing anyone to be invisible, constantly and regularly engaging all students with proven best practices, focusing on relationships with students, parents, and colleagues, and supporting a collaborative learning model by emphasizing community involvement and service learning environments.
4. Create our own destiny by adhering to the belief that we are each responsible for our own future, and by providing students with choices.

REGISTRATION AND ATTENDANCE

Applications to attend GOAL Academy are available online or can be completed in any of our statewide Education Zones. When the application is completed and submitted, the student will then be placed on a pre-enrollment list.

Enrollment

After the application is complete, students (or their parents/guardians) will be required to provide the following documentation for enrollment:

- Completed Application (all areas signed);
- Colorado Residency Affidavit;
- Completed Economic Survey;
- Homeless Survey;
- Completed Home Language Survey;
- Copy of Birth Certificate and/or other document to prove age according to state guidelines;
- Copy of immunization records,
- Health Information Form
- Copy of transcripts from previous school.

Once the documentation has been collected, students will participate in an orientation class designed to allow the teacher and the student to work together utilizing a battery of assessments and the collected documentation to create a success plan. A prescriptive educational program will be designed with set goals to promote a pathway to a post-secondary option/aspiration.

Immunizations

Colorado law requires certain minimum immunizations before a child enrolls in a school. A complete record of all immunizations must be provided to the school. The record must be current and signed by a recognized medical authority as designated by the Colorado State Health Department. If such record is not provided to the school, regulations specifically demand that we disallow the child's participation in the school until the record, or a signed statement of exemption, is in our possession.

Grade Level Placement

GOAL Academy determines grade level placement based upon the number of years a student would have attended high school if the student had been continuously enrolled from the start of the first semester of 9th grade. The primary method of determining grade level placement is to conduct a transcript review. The counselor determines what year and semester the student began the 9th grade. The counselor extrapolates through eligibility the proper grade level in which the student should be placed. **Note:** Credits achieved have no effect on grade level; high school eligibility is the sole definitive determinant of grade level placement.

If no historical transcript is available, the counselor interviews the student to assess proper grade level placement, using the student's self-reported information and the student's age to guide the grade level placement. When an official historical transcript is obtained, the counselor will determine if the initial grade level placement needs modification and, if so, may modify the grade level and notify the registrar of the change.

Special Education

When a student who receives Special Education services wishes to enroll at GOAL, the parent and/or guardians must provide a current IEP and evaluation to the GOAL Special Education team. The Special Education team will contact the parent/family to schedule a mandatory determination meeting to determine if GOAL is an appropriate educational setting for the student. After the meeting, the Special Education team will contact the family to verify acceptance or rejection into GOAL. Failure to provide a current IEP if one is available, and/or not disclosing Special Education status may result in denial of the student's enrollment application. If the student's enrollment is accepted and GOAL staff later determines the student's needs cannot be appropriately met, we will hold a conference to determine appropriate placement.

Attendance

Regular student attendance is required by law. GOAL Academy students must be prepared to dedicate 25-30 hours each week to their course work in order to complete their scheduled classes each block. Each academic year consists of a three trimesters to do course work. In order to receive maximum benefit from the GOAL Academy instructional program, students are expected to attend school and classes regularly and to be on time.

An online environment allows for some flexibility so that students are able to attend ("go to class") anytime during the day or night, any day of the week. While students may attend at different times/days than a traditional school, it is important that students consistently login to the curriculum to attend class, check for announcements, and participate in school.

At GOAL Academy, attendance records consist of an electronic record of student/school contacts including but not limited to logins/coursework completion (e.g., Maestro, Compass, OW, Reading Plus, STAR360, Power ICCAP), concurrent enrollment teacher signoff sheets, staff-student meetings, activity sign in sheets, field trips, etc.

The removal of a student from school for extended periods of time is contrary to law and good educational procedure; therefore, removal of students for extended vacations at times other than approved school holidays are discouraged. Careful consideration of the student's academic

standing should be taken by parents/guardians before planning such vacations. Students will be responsible for skills and concepts developed during their absence.

Academic Calendar

The school year begins August 15, 2016 and ends June 8, 2017.

Education Zone Hours of Operations and Closures

Education Zones are typically open between the hours of 9 a.m. to 5 p.m., however it is important to check with your local Education Zone as the hours at some sites do vary. Education Zones will also be closed on all of the following days/holidays:

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas

New Year's Day

Martin Luther King Day

Presidents Day

Spring Break

Memorial Day

The school calendar can be found on the GOAL Academy website, <https://www.goalac.org>

If an Education Zone is closed due to inclement weather or for any other reason reasonable measures will be taken to communicate such closures to students and their families as soon as possible. Due to the online availability of the curriculum, staff and students are still expected to work during snow closures.

October Pupil Count

GOAL receives its public funding based on the number of students enrolled, in attendance and participating online during the Student Count Window determined by the Colorado Department of Education. October 5, 2016, is the official Student Count Day (the most important day of the 11 day Student Count Window). However, it is imperative that students attend and participate online each day of the Student Count Window in order to verify the student's enrollment at GOAL. Failure to do so may result in a student not being enrolled in GOAL Academy.

Withdrawals and Transfers

When students wish to withdraw from GOAL it is imperative that the parents sign an Exit Form available upon request. Important state-required information on this form includes the date of withdrawal, the reason for withdrawing, and the new school in which the student is enrolling.

Students may find it necessary to transfer to a different region or site while remaining enrolled in GOAL. With the permission of GOAL, students may do so provided the request is

communicated to the regional principal.

ONLINE/BLENDED LEARNING

Online/blended Learning is Different

GOAL Academy utilizes an online and blended educational model. Like all schools, GOAL is made up of many activities, but with GOAL most of them are accomplished through the Internet. GOAL Academy students use the Internet and a variety of online tools to show up for classes, share ideas and information with their teachers and other students, access textbooks, read, write, research, ask and answer questions, work on projects, complete quizzes and tests, and do many of the other activities that are part of any middle and high school learning experience.

However, online/blended learning can also be very different than the traditional school experience with which most students are familiar. In a traditional classroom, you often learn by listening. Online courses are different. Instead of learning by listening, you will learn by doing. You will be reading, writing, and performing other activities that are uniquely designed for you. Online courses require students to "attend" class not by showing up at a certain time and place, but by logging into the course via the Internet and completing assignments according to the class schedule. A periodic "virtual" class meeting may also be part of some classes. GOAL students communicate each day with their teacher, using telephone, e-mail, text messaging, instant messaging, Internet-based instructional sessions, and face-to-face tutorials.

Benefits of Online/blended Learning

One of the many benefits of GOAL's class format is that provides maximum flexibility, to accommodate busy schedules. Students can log into their courses at any time of the day (or night) and anywhere that has the requisite technological requirements. GOAL's online courses give you more opportunities for personal feedback than you would receive in a traditional classroom. You will still receive grades for your online courses, but there is an abundance of other forms of feedback. For example, your support team (teacher, counselor, Principal) will consistently analyze your progress and may adjust the curriculum to meet your needs, which will result in additional feedback from your support team based on your personalized daily work.

These benefits should not make you think that GOAL is easy. As a student at GOAL you must be determined, good with time management, disciplined, and able to hold yourself accountable in order to be successful. It takes a lot of self-motivation for you to be in charge of your own learning. While utilizing the online curriculum there are some expectations about how much time you spend on each class, attendance at specific webinars, and doing your part to maintain contact with your teacher.

Expectations of GOAL Students

Attendance in an online/blended school is as important as attendance in a traditional classroom. In order to learn, complete courses, earn credit, and graduate, you'll need to log in and make significant progress on a daily basis. Simply logging in is not enough! You will be expected to complete the daily or weekly assignments you will receive from your teacher. You will be expected to keep consistent and daily contact with your teacher. In order to meet these expectations, you should be prepared to work approximately five-six hours per day in your classes for an average of 25-30 hours per week. Although you do not have to work for five or six hours straight each day, it is recommended that your working sessions are never less than one hour, so that you have time to really engage with the materials you are studying.

Guidelines for Success

Persistence. This is perhaps the biggest key to success in online learning. Students who succeed in online learning are those who are willing to tolerate technical difficulties, seek help when they need it, self-advocate, work daily in their coursework, and persist through challenges and occasional frustrations. When you run into a challenge, ask for help from your teacher and keep trying. You should also work with your teacher to set up a manageable study schedule for yourself, and then stick to it! Remember, dedicating a significant amount of time to your schoolwork is essential to success. It must be a priority when balancing your work schedule, family time, or other commitments. In order to succeed you must log in and make progress every day, even after the novelty of going to school online starts to wear off.

Time Management Skills. Developing effective time-management skills doesn't just happen, it takes self-discipline. Some suggestions are to review the syllabus for each course with your teacher and then establish goals and specific dates for completion. This allows you to set long-term goals. Then you should develop short-term goals, including daily goals, to move you toward the realization of those longer term plans. Make a daily "To-Do".

Motivation. As an online student, you are primarily in charge of your learning on a day-to-day basis. Most courses are not taught in real time and there are no set times each day for attending classes. In a virtual classroom, you do not necessarily "see" your teacher each day, so you won't have a teacher standing beside you to make sure you stay on task. This flexibility is one of the great benefits of online learning. However, it can also be devastating if you procrastinate, are unable to stick to a routine, or consistently fail to meet your goals. You must find out what motivates you and use that to accomplish tasks. Have fun checking things off your daily checklist as you complete them. Perhaps, if it helps, you can even think of a way to reward yourself for completing all of your daily goals. Work with your teacher to find out what motivates you, and then use whatever works to motivate yourself to accomplish your daily tasks.

Communication. This is essential to online learning success because you have to be willing to seek help when you need it. You can't just raise your hand like you do in a traditional classroom. Teachers are very willing and available to help you, but they won't know that you are in need of assistance if you don't reach out. GOAL provides several ways for students and parents to

communicate with a teacher and other GOAL staff including email, chat, phone calls, texting, instant messaging, and real time face-to-face meetings. Teachers and staff are glad to take questions and want to help you succeed in your coursework. Take initiative to let your needs be known so you receive the help you need.

Basic Computer Skills. The ability to create new documents, use a word processing program, navigate the Internet, and upload files are some of the basic technical skills needed by online learners. All GOAL students can request training from their respective Education Zones as to how to properly operate and access digital learning curriculum and other online resources.

A Good Study Environment. Another critical component for academic success at GOAL is a quiet and comfortable study environment. You will need a place to work without distractions like television, siblings, children, or cell phones. It is recommended that you turn off non-essential electronics, like your cell phone, while working on coursework. Let friends and family members know the hours that you will be doing school work and ask them not to disturb unless it is absolutely necessary. The distraction of chatting and texting can eat up a huge chunk of your productive schoolwork time very quickly. Don't get caught up surfing online, as this can also eat away at your time. Set up a comfortable work space. Lighting in the room should be at least as bright as the computer screen to avoid eye strain. Adjust the height of your chair, keyboard, and screen so that you are comfortable. Forearms and thighs should be level and parallel to the floor. Wrists should not be bent while typing. Exercise discipline and stay focused on getting your work done.

Utilize Student Support Teams. A GOAL Student will be part of a learning team that consists of a teacher, counselor, Principal, Site Coordinator, Interventionist, Licensed Therapist, and/or your Parents/Guardians. Take advantage of these resources and use these individuals to help ensure your success!

Standards for Student Success

Standard 1: Tools

Students will:

- Communicate with their teacher.
- Follow the course syllabus to ensure that they master the material in each lesson before they move on to the next.
- Have materials (computer, goals, pencil, paper, book, binder, notebook, etc.) ready for use every day.
- Update their communication information with their teacher/counselor when appropriate.
- Learn how to use webinar and all other communication tools to participate in meetings, study groups, and tutorial sessions.

Standard 2: Academic Involvement—Classroom Participation

Students will:

- Take and maintain notes in an efficient manner, following the format presented in orientation. This will be a very helpful skill to utilize during post-tests/mastery-assessments, and the final for each class!
- Make effective use of time as coordinated with your teacher, (staying focused, reviewing daily notes, studying, asking for assistance when needed, etc.).
- Attend weekly meetings via webinar and face-to-face appointments to ensure academic goals are monitored, assisted with, and reviewed. This is critical to ensure that students remain on pace for the graduation date that they determined together with their teacher at the start of the year.
- Maintain daily contact with your teacher and show up for in-person meetings or call in advance if something comes up that prevents them from attending.

Standard 3: Academic Involvement—Independent Expectations

Students will:

- Demonstrate 60% proficiency or above to ensure concept mastery and success in future courses.
- Meet all daily goals to ensure course completions are in line with projected graduation date set by student, parents (if student is under 18), teacher, and counselor.
- Work daily to ensure all scheduled course are completed at the end of each trimester.
- Actively seek assistance when needed by contacting their teachers, Site Team and Help Desk, or any available GOAL staff.

Standard 4: Assessment Preparation

Students will:

- Utilize study guides/pretests, provided lessons, notes, available texts, and any other materials provided for content mastery.
- Make use of assessment strategies by answering every question, proving the answer in the text, rephrasing the question in a constructed response, evaluating every possible answer choice, etc.
- Attend mandatory, Internet-based tutorial sessions and webinars, and utilize all available communication tools to achieve assessment scores of 60% or higher for each lesson.

SCHOOL SAFETY AND SECURITY

It is important that students feel safe in their learning environment. While in a Education Zone students should refrain from activities that are likely to cause injury and must keep their hands and feet to themselves to help prevent accidental injury. Harassment, fighting, and other infractions of school policies that threaten student safety will be dealt with accordingly.

Visitors

It is the policy of GOAL to encourage parents and other interested parties to visit Education Zones as long as such visits do not interfere with the educational process. Visitors can expect to have reasonable access to enter the Education Zones to volunteer, observe classes/learning, and participate in activities at the Education Zones. For the safety and security of students and staff, all visitors must comply with the check-in procedures for the Education Zone immediately upon entering the facility.

Emergency Procedures

The guidelines below are general policies. Please also refer to the specific emergency procedures for each individual GOAL Academy Education Zone.

Snow Days: In the event of inclement weather, Education Zones may occasionally be closed. In the event of severe weather conditions, please check the regional Facebook page to see if the zone is closed. The advantage to an online school is that you are still able to work on your classes.

Fires: In case of a fire, an alarm will sound. The staff will escort the students out of the Education Zone. Attendance will be taken after they have reached a safe area. Members of the faculty will be the last to leave the building, checking all rooms, bathrooms, etc. Students and staff will not return to the building until the authorities have authorized it.

Tornadoes: In the event that a tornado warning has been issued, the staff will escort the students into the designated “safe area” of the Education Zone. Attendance will be taken. They will remain there until the warning has been lifted.

Blizzards: In the event of a blizzard that, in the opinion of GOAL Academy, presents dangerous conditions for parents picking up their children, the staff may remain at the Education Zone with students and food and other provisions will be available. Any such situation will be communicated to parents, and parents will be expected to pick up their

children as soon as the dangerous conditions, in the opinion of GOAL Academy, no longer exist.

Credible Threats or Incidents of Violence: In case of a credible threat or incident of violence, the decision may be made to evacuate to a safe location, depending on the nature of the incident or threat. Students and faculty are asked to report suspicious activity or objects, but not to move, jar, or touch any suspicious object or anything attached to it. Students will be allowed back into the building when it is deemed safe by authorities. All threats of violence are considered seriously and, if credible, reasonable precautions will be taken including, but not limited to, contacting police and other local authorities.

Illnesses, Accidents, Injuries

If a student becomes ill or injured while working with GOAL staff, all efforts will be made to ensure his or her safety. Parents/Guardians will be contacted immediately and apprised of the situation. **Please be sure to keep teachers informed of any changes to the work or emergency phone numbers of parents, guardians, or emergency contacts.** If no parent/guardian can be reached, we will try to contact someone on your authorized list.

If a GOAL Academy student is seriously injured, staff will take whatever steps are necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to attempting to contact a parent/guardian or anyone listed as an emergency contact list, calling an ambulance, or having a staff member accompany the student to a medical facility.

Communicable Illnesses

To the extent permissible by law, admission to GOAL or a Education Zone may be denied to a child suffering from a communicable illness whereby his or her attendance is detrimental to the welfare of other pupils. This would include any disease, infectious condition, or sickness which may reasonably be considered to pose an unacceptable risk of being communicated to others.

Administering Medicines to Students

In general, GOAL and Education Zone personnel will not administer medication to students unless absolutely necessary. In such instances of absolute necessity, the parent or guardian shall be responsible for providing all medication to be administered to a student with the appropriate documentation. In no case shall any GOAL personnel administer medications to a student without delegated authority from a GOAL Academy administrator. The following criteria must be in place for all medications administered to students.

1. All medications must be ordered by healthcare providers with prescriptive authority in CO (MD's, DO's, NP's, PA's).

2. All medication forms must be renewed each school year.
3. Written permission by parent and physician is required in all cases.
4. Medications must be in the original, properly labeled container. Medications sent in baggies or unlabeled containers will not be given.
5. All medications must be kept in a secured location, except for students whose doctor requires them to carry medications on their person (for example, epipen, inhaler, etc).

Money and Valuables

GOAL Academy is not responsible for any loss, damage, or theft of a student's personal items. Each student is responsible for his/her possessions. iPods, MP3 players, cell phones, electronic game devices, headphones, ear pieces, etc., should **not** be brought to Education Zones, meetings with teachers, or other GOAL sponsored events. Please do not permit your child to bring unnecessary money to Education Zones, meetings with teachers, or other GOAL sponsored events. If the school requires a student to bring money for any reason, parents/guardians will be properly notified. No unauthorized trading and/or selling of items is permitted on GOAL property or during GOAL sponsored events.

Reporting Child Abuse or Neglect

It is the policy of the Board of Directors that GOAL Academy complies with the Child Protection Act. To that end, any school official or employee who has knowledge or reasonable cause to suspect that a child has been subject to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect as defined by statute, shall immediately report such information, or cause a report to be made, to the county department of social services or local law enforcement agency. GOAL Academy and its staff have your child's best interest in mind and, therefore, we will always err on the side of protecting the student.

TECHNOLOGY

GOAL Academy has the ability to enhance a student's education through the use of computers (Chromebooks) and technology via telecommunication and public internet services, including electronic mail (email). Electronic mail is the sending and receiving of messages through the use of a computer and public internet network. This allows a student the opportunity to reach out to many people, share information, learn new concepts, etc. As an online school, there is a great need to incorporate internet services and telecommunications within our technology program, both in the virtual classroom and in the Education Zones. However, the use of GOAL Academy computers, computer network services and other related technology is a privilege, in exchange for which students are expected to abide by all posted and in-force GOAL Academy Technology

Policies with regard to such use. Any student who is found in violation of these policies may be subject to disciplinary action, up to and including expulsion. Cases involving suspected criminal activity will be referred to the appropriate law enforcement authorities. The online activities of students using GOAL Academy computers and network resources shall be monitored, consistent with the requirements of federal law. As a condition of being permitted to access the computers and network resources, students and parents must confirm custody of such technology and ensure these tools are used appropriately. Copies of all GOAL Academy Technology Policies can be found online at the GOAL Academy website and in hard copy at all GOAL Academy Education Zones.

Use of Technology

Technology is defined as any and all software, internet access/systems, email accounts/systems, telephones, voicemails, servers, hard-drives, computers, curriculums, online programming, electronics, software, firmware, digital content, internet-based content, student accounts, or any other property, including intellectual property, owned or licensed by GOAL Academy for the purposes of carrying out its educational mission.

In the course of carrying out its mission to educate students GOAL Academy may provide access to/lend/provide Technology to students. All students must comply with the Acceptable Use Policy signed during enrollment in using such Technology.

Access to the Internet is available at GOAL Education Zones. There is a wealth of information available through the Internet that can serve to enhance and augment GOAL's curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, GOAL Academy is providing Internet access to students, so long as parents/guardians and the student have read, agreed to, and signed the Acceptable Use Policy form received during enrollment.

GOAL Academy has taken all reasonable precautions to ensure safe access to the Internet. A filter is utilized at all Education Zones to limit access to inappropriate material. Education Zones are designed in a manner so that all monitors can be viewed. No students will be allowed to use the Internet without adult supervision. In addition to these precautions, we recommend that parents/guardians have continual discussions with their student's regarding their Internet use at home, at GOAL Education Zones, and in the community throughout the year.

Additionally, all computers owned by GOAL Academy that are lent to students contain Internet filtering software and other firewall software that prohibit access to inappropriate materials and prevents certain materials from being downloaded or uploaded to or from the computer. Filtering and firewall software serve as a first line of defense, but do not always provide adequate protection from inappropriate materials. Parents/Guardians must take

additional precautionary steps to supervise students to ensure they are not viewing and/or accessing inappropriate materials.

Technology is a Privilege

Each student using Technology who has signed the Acceptable Use form will be deemed to know the proper uses of said Technology. Use of Technology is a privilege and inappropriate use will result in cancellation of those privileges. We encourage the help of parents/guardians in guiding students in using Technology responsibly. We further recommend continual discussion and monitoring of students' interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. If there is ever a question about your child's interaction with the Technology, please contact your child's teacher immediately.

Specific Guidelines for parents and students

All use of Technology is subject to certain rules and directives. Failure to abide by such rules and directives may result in discipline, including, but not limited to, immediate termination of Technology privileges. The rules and directives for student use of Technology include, but are not limited to, the following:

- All Technology is intended for school use only and must be used in conformance with the Acceptable Use Policy signed at the time of enrollment.
- No right of privacy exists for any student or student's family members when using this Technology. The Technology is subject to access and search at any time by GOAL personnel. No e-mail, voice mail, or any message, file, or record created by a student is considered confidential, even if this material is password protected. Any deleted message or file may be recovered and reviewed.
- Students shall not use the Technology inappropriately. No student will be identified over the Internet by his or her full name, photograph, etc., without specific written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the instructor, personal information may be posted in certain circumstances.
- Use of the Technology to defame or bully any person is prohibited. At no time shall any student use the Technology to display, send, or resend any communication in any form that is, or could be regarded as, hateful on the basis of one's race, sex, religion, national origin, age, sexual orientation, or disability. Such activity may result in disciplinary actions.
- Be polite when using the Technology. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not reveal your personal address or phone number or the personal addresses or phone numbers of others to strangers.
- Any and all illegal activities are strictly forbidden while using the Technology and may result in civil or criminal proceedings.

- Users may not download, nor use, any documents or data that could knowingly cause damage to the school's computer system (i.e. viruses, Trojan horses, malware, etc.).
- While using the Technology, students will not engage in any activity that requires an exchange of money, credit card numbers, or where they enter into an area of service for which the school will be charged a fee. Purchases or sales of any kind are prohibited on school Technology.
- Vandalism may result in immediate termination of Technology privileges. Vandalism is defined as any malicious act or attempt to deface, harm, destroy, manipulate, mutilate, or alter in any way, other than ordinary wear and tear, any of the Technology, including the Technology being used by another. This includes, but is not limited to, the altering of a computer's operating system files and uploading or creating computer viruses.
- The illegal installation of copyrighted software for use on GOAL computers is prohibited.
- Use of the Technology to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the school is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Technology.
- GOAL Academy and the Falcon School District 49 shall be the final authority on use of the school network and/or Internet.
- Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Acceptable Use Policy.
- Students are expected to report any misuse of the Technology to the system administrator or other GOAL personnel.
- All information contained in the Technology and the documents generated from there are for the exclusive use of the school in connection with the conducting of its educational mission and will remain property of the school..
- The use of the Technology must be in support of education and research and consistent with the educational objectives of GOAL Academy. Use of other organizations' network or computing resources must comply with the rules appropriate for that network.
- Students shall not attempt to modify the content or settings of any software programs installed by GOAL staff, including those installed on a student's personal computer. Students shall not attempt to modify the content or settings of any software programs installed on any computer provided by GOAL. Students shall not attempt to install additional software on any computer provided by GOAL.
- Any attempt to circumvent firewalls, filters or other control measures, may result in cancellation of Technology privileges.
- All of the work done on lessons, quizzes, tests, or other assignments using the Technology must be the student's own work and not done by anyone else.
- Transmission of any material in violation of any United States or State law or regulation is prohibited.

Good Faith Deposit

A good faith deposit of \$50 may be required and collected from the student or his/her parent(s) or guardian(s) for any technology resources issued to the student by GOAL. This deposit will be deposited and the money held by GOAL until all of the equipment provided by GOAL has been returned and assessed as being in good working order. Should it be determined that any of the returned equipment has been modified, vandalized, and/or abused, the good faith deposit, or a portion thereof as needed to repair the equipment, will be forfeited to GOAL. Otherwise, all of the deposit will be returned to the depositor.

ACADEMICS

Yearly Academic Schedule

GOAL Academy's academic school year consists of three trimesters. All students will be enrolled in four classes per trimester with the expectation that every student will earn 2.0 credits per trimester.

Graduation Requirements - Traditional Track

The high school diploma awarded by GOAL Academy represents a high standard of quality in curriculum content, instruction, and student learning, and should be maintained as a document that reflects substantial effort by the student and the school in preparation for the world of work or higher education.

Each student who enters GOAL Academy will develop a personal graduation plan. This plan will set his/her intended course of study as he/she begins his/her journey toward graduation. The student, his or her teacher, and the site counselor will review and amend the graduation plan each trimester. In order to be eligible to graduate from GOAL Academy a student must complete at least one GOAL Academy class.

A Regional Principal may waive a given requirement if, in the Principal's judgment, it is determined to be in the best educational interest of the student or if required in order to provide a student with disabilities a Free Appropriate Public Education (FAPE).

A high school diploma from GOAL Academy certifies that a student has fulfilled all graduation requirements. Twenty-two (22) credits of study shall be required in grades 9, 10, 11, and 12 for students to graduate and receive a high school diploma, and each graduate must have a complete ICAP.

The State of Colorado has established the Colorado Graduation Guidelines beginning with the graduating class of 2021. These guidelines allow students to demonstrate competency in the areas of English and Math in other ways, beyond course completion.

The content area requirements are as listed below:

GOAL Academy Graduation Requirements

Language Arts (4 credits): A minimum of 4 credits shall be earned. Students will be placed in language arts classes at their appropriate skill level. A maximum of 2 remedial language arts credits will count toward the language arts total in addition to (1 credit) English 9, and (1 credit) English 10. Competency in Language Arts may also be demonstrated with one of the following scores:

Accuplacer - Reading Comprehension - 62

ACT - English - 18

WorkKeys - Silver Certificate

SAT - English - 430

ASVAB - English - 31

Reading Plus - Level L

Star 360 Reading - 1139

Social Studies (3 credits): A minimum of 3 credits must be earned
.5 credit in Civics or Government required

Science (2 credits): A minimum of 2 credits must be earned in approved science courses.

Mathematics (3 credits): A minimum of 3 credits must be earned. Students will be placed in math classes at their appropriate skill level. A maximum of 1 remedial math credit will count toward the math total in addition to 2 credits of high school level math courses. High school level math courses may include Pre-Algebra, Algebra, or higher level courses.

Competency in Math may also be demonstrated with one of the following scores:

Accuplacer - Elementary Algebra - 61

ACT - Math - 19

WorkKeys - Silver Certificate

SAT - Math - 460

ASVAB - Math - 31

Star 360 Math - 823

Physical Education/Health (1 credit): A .5 credit of Health and a .5 credit of Physical Education must be earned, or an equivalent will exempt the student from the PE requirement. An equivalent(s) includes: Participation in a full athletic season with a student's home district

school, or well-documented participation in a community based program (dance, martial arts, etc).

Criteria governing physical education exemptions:

1. The student must maintain academic eligibility for the entire season.
2. One full sport season is required to exempt a student from the .5 credit of P.E. requirement.
3. The waiver must be requested in the same semester that the sport is played.
4. A grade of Pass/Fail will be awarded for Athletic participation and will not count toward GPA.

World Language (0 credits): No language credits are required for graduation, however 4 semesters of coursework in one continuous language is recommended for students planning to enroll in a 4 year college.

Electives (9 credits): A minimum of 9 credits must be earned from an approved electives list.

Flexible Accelerated Success Track (FAST) Program

The Flexible Accelerated Success Track or FAST Program is a plan of study option for GOAL Academy students to earn their high school diploma. The FAST plan of study is competency based and is aligned to CDE's prepared graduate competencies. The FAST Program focuses on preparing students to be successful in the workforce and/or in postsecondary education.

Admission requirements for the FAST program include:

- Highly motivated
- Behind in earning high school credit
- At least two years of previous high school
- 17 years old
- Students must read at the 8th-grade level
- Recommendation to the program by teacher/principal

Graduation Requirements - FAST Program

English - 3.5 credits

Math - 2 credits

Science - 3 credits

Social Studies - 3 credits

Electives - Vary

Students must read at the 10th-grade level

Silver National Career Readiness Certificate

Career Exploration: Internship or Work Experience Competency

Grading

GOAL Academy grades are determined by the sum total of points a student earns on all graded tests, quizzes, projects, and other assignments. Points earned by student/ Total points possible = Grade. Example: In his or her math class the student earns 563 points out of a total of 700 possible points. The grade would be an 80% B ($563/700 = 80\%$).

Grading Scale

A= 90 to 100%

B=80 to 89%

C=70 to 79%

D=60 to 69%

F= 0 to 59%

Determining Grade Point Average

The following values are assigned to trimester grades in each High School level course.

A = 4

B = 3

C = 2

D = 1

F = 0

Grades earned on concurrent enrollment courses have a weighted value.

Example:

A = 5

B = 4

C = 3

D = 2

F = 0

Progress Reports

GOAL Academy is committed to our students' success. We recognize that staff, students, and parents/guardians are key pieces of the achievement of that success. In order to keep all pertinent parties informed, we will frequently monitor student progress and report this progress to students and parents/guardians. The main point of contact regarding any progress report should always be the student's teacher first.

Field Trips

From time to time, GOAL classes will utilize field trips as learning experiences. These may be virtual or real-time visitations. Visits may be made to libraries, colleges, museums, drama productions, and other locations related to specific areas of course instruction. Parents/Guardians will be notified in advance, and, if the field trip requires travel and is sponsored by the school, a Permission Slip must be signed prior to the specified field trip. Students over the age of 18 and

the parents/guardians of those under 18 will be required to sign the Permission Slip, which is kept on file at the school.

Concurrent Enrollment Program

The Concurrent Enrollment Program has been designed to provide an opportunity for qualified high school students to experience academic work through regular college courses that contribute to the broad academic preparation of the student. Participation in the Concurrent Enrollment Program is not intended to replace or substitute for coursework available at the high school, but rather to enhance the educational opportunities available to students while in high school. The high school will decide which classes will meet the student's high school graduation requirements.

Concurrent Enrollment General Guidelines

To enroll in the Concurrent Enrollment Program you must at least 1) Be a student in good standing at the GOAL Academy in 9th grade or higher, and be less than 21 years of age; and 2) Meet the College's requirements for each course, including an Accuplacer or CCPT score that qualifies you for the course and/or the prerequisite courses that are listed in the college catalog.

Students cannot enroll in basic skills courses such as Reading 090, Math 030, or other classes below the 100 level, unless they are in the 12th grade and have received approval by the counseling department to do so.

For students who have been retained past his or her 4th year of high school; students would not have met the minimum graduation requirements of the district; districts must ensure that all college credit hours earned concurrently apply toward the student's high school graduation requirements as defined in the student's academic plan. If concurrent courses are not required in order for the student to meet high school graduation requirements, the course will not be included in the calculation of funding eligibility. These students may not concurrently enroll into more than 9 credit hours during the academic year (including basic schools courses) with a maximum of 6 credits per semester as a full-time student and 3 credits per semester as a part-time student in any subsequent years while registered as a K-12 student.

College Courses must align with the student's Individual Career and Academic Plan (ICAP).

Students must meet with a High School Counselor before enrolling in any college courses. Students may not enroll in courses through the college directly. All enrollments must first be counselor approved. Students who enroll directly may be held responsible for the tuition and fees.

GOAL Academy reserves the right to deny payment of tuition for courses taken against the advice of the counselor or taken without permission from the Principal.

Students must obtain written permission from their parents/guardians, counselor, and principal to be eligible to take concurrent enrollment courses.

While participating in the Concurrent Enrollment Program at GOAL Academy students are not eligible for any type of Financial aid or outside party scholarships.

In compliance with the Family Education Rights and Privacy Act of 1974, GOAL Academy will acquire Student and Parent/Guardians signatures on the High School Programs Student and Parent Agreement form, giving permission to the College or University to release transcripts, schedules, and progress reports to GOAL Academy for concurrent enrollment courses.

It is understood that if a student does not receive credit in his or her college class with a grade of “F”, “U”, “Incomplete” or “Withdrawals” from one or more classes after the drop “refund” period; the student and/or parent will be responsible to the GOAL Academy for the respective tuition, fees and books for those classes.

If a student fails one college class in a semester by receiving an “F”, “I” (Incomplete), “U”, or a “W” (Withdrawal), the student will be allowed to return to the college the following semester, but will be put on probation. To return the student must first pay their fine in full or be making payments towards their fine. If the student fails a class during their probationary semester then they will not be allowed to return the following semester and would have to be re recommended for the program again in the future.

If a student fails two or more college classes in a semester by receiving an, “F”, ”I” (Incomplete), “U” or a “W” (Withdrawal), the student will not be allowed to return to the college the following college semester, the student will be on suspension from the program for at least one college semester and will have to be recommended for the program after their probationary period.

If the student chooses to Drop a class “during the refund drop period” to not have financial obligation for the class it is the student’s responsibility to go to the college and sign the drop paperwork to drop the class. A copy of this paperwork must be submitted to the Counseling Department within 5 days of the drop.

All students registered for classes must apply online for the College Opportunity Fund before the end of the refund period or GOAL Academy reserves the right to drop the students from all concurrent enrollment courses.

Concurrent Enrollment Payment Policies

GOAL Academy is committed to our students' education, and believes that concurrent enrollment is a great opportunity for them to start the next steps to their bright future. When students enroll in college classes at any of Colorado's community colleges, tech schools, or universities with which GOAL Academy has a concurrent enrollment agreement, GOAL will cover \$2,000.00 per semester per student towards their college tuition and fees, and books. While any student is more than welcome to exceed this amount per semester, it should be clear that GOAL Academy will not cover any expenses over or above the \$2000.00 per semester limit per student.

GOAL Academy also offers scholarship funds that are available for all concurrent enrollment students, that can be applied for if the student is unable to cover any college costs that are necessary for their success or degree awarding program, that exceeds the allocated \$2,000.00 per semester. This funding is provided on a case by case basis, where the student will have to provide a written narrative to the counselor as to why extra funding is needed.

Summer classes will be announced, based on funding availability, at the end of the previous spring. Summer classes are limited to a maximum of \$720.00 for the semester, and will only be available for enrollment during the years that there is concurrent enrollment money left from the current school year. The student has to be in good standing and a current concurrent enrollment student in order to be considered for summer concurrent enrollment classes. Newly graduated concurrent enrollment students are eligible for summer concurrent enrollment in the one semester immediately following their graduation. No new concurrent enrollment students can start in the summer semester.

ATHLETICS

GOAL Academy is committed to providing access to a wide variety of sports activities for our students. GOAL Academy students who wish to participate in athletics are encouraged to seek out community sporting opportunities. GOAL teachers and counselors can help students identify opportunities within local school districts and/or the community. GOAL Academy will work with high schools and other community organizations to coordinate sports activities.

QUESTIONS AND CONCERNS

If a question or concern should arise during the school year, we ask that you first try to resolve the issue with the teacher. If it is beyond the scope of the teacher's role, or if a satisfactory solution cannot be reached, the matter can be referred to the specific region's principal. This process is put in place to resolve each and every matter at its appropriate level. We also hope this will help answer questions and concerns in a timely manner.

FERPA

The Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of personally identifiable information in a student’s education records. The law applies to all schools that receive federal funds under an applicable program of the U.S. Department of Education, which currently includes GOAL Academy.

What can a school release without permission?

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully-issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

What is directory information?

Schools may disclose, without consent, "directory" information, defined at GOAL Academy as:

- Name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance
- Picture(s)

STUDENT DISCIPLINE AND STANDARDS FOR STUDENT BEHAVIOR

...discipline should be a positive way of guiding and helping the student to achieve self-discipline. . . . our goal is to guide children to acceptable behavior and to teach them to make wise decisions.

Overview

This section of the Student Handbook is designed to provide you with information relative to GOAL Academy's school rules and regulations, as well as accompanying discipline policies. It contains standards for student behavior. If a student's behavior is not in accordance with these standards, the disciplinary interventions and actions that will be undertaken to address the behaviors are, generally, herein described. Please note that the goal of a given consequence is to shape positive student behavior and to develop an effective decision making skill.

It is not the intention of this section of the Student Handbook to attempt to list all of the possible disciplinary situations, which may arise in the course of a school year. Instead, we have attempted to help students do the right things for the right reasons. Together, we can achieve this goal through ongoing, open communication and mutual respect.

Application of School Rules and Regulations

The school rules and regulations described below apply during the following times and in the following places:

- At all times while students are on school property or participating in school sponsored events, on-site or off-site;
- At all times and in all places when students are traveling to and/or from school;
- At all times and in all places when students are engaged in, participating in, or present at an activity or event that is connected to the school programs or school related functions;
- At all times and in all places where student conduct is likely to substantially disrupt the school programs or school related functions.
- At all times and in all places when students are using GOAL technology, in any form or format;
- At any other time or place in which the activity has the effect of creating a substantial disruption to the educational process or health and safety of students as they pursue their educational endeavors with GOAL Academy.

Standards for Student Behavior

Students are expected and required to behave in a reasonable and appropriate manner with regard and respect for the rights of others, and within the rules and regulations of GOAL Academy. Students will be subject to appropriate disciplinary measures for unlawful or improper conduct up to and including expulsion in accordance with school policies and law.

Dress Code

Students should dress in a manner that is not disruptive to the learning environment while on school grounds or on a school sponsored activity. If, in the opinion of GOAL personnel a student's attire is violates this policy steps will be taken to remedy the infraction including, but

not limited to, requesting that the student leave until he or she changes his or her clothing. Students are expected to comply with any such request.

Gang Activity

“Gang” as used in this policy shall mean two or more individuals who associate with each other for purposes that include the commission of any criminal act or to engage in other activities prohibited by law and/or by GOAL Academy’s rules, regulations and policies.

GOAL Academy does not tolerate the solicitation, promotion, or championing of “gang” affiliation within the Education Zones and/or affiliated programs.

Gang activity will not be tolerated. The parents/guardian of any student suspected of engaging in any gang-related activity at the Education Zone (or affiliated programs) will be contacted immediately and the student will be subject to disciplinary action which may include, but is not limited to expulsion from GOAL. Some examples of gang-related activities include, but are not limited to the following: using hand signs; drawing gang symbols; wearing gang colors, symbolic clothing, jewelry or symbols; threatening or harassing students.

Harassment, Intimidation, Bullying

Any behavior that diminishes another student’s ability to learn and grow (academically and socially emotionally) is unacceptable. Preventing students from engaging in this behavior is a critical goal for GOAL Academy.

Harassment/Intimidation: For the purposes of this section, harassment shall be defined as any conduct that has the purpose or effect of substantially interfering with an individual’s educational performance or creating an intimidating, hostile or offensive educational environment.

Intimidation shall be defined as any behavior, verbal or nonverbal, which has the effect of subjecting a person to humiliation, embarrassment or discomfort. This policy prohibits any person from harassing or intimidating a student based upon a student’s race, color, nationality, gender, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or other protected or unprotected group status.

Bullying: This policy prohibits students from engaging in any kind of aggressive behavior (via electronic transmission, in-person, or other communication) that does physical or psychological harm to another. Students are also prohibited from: (a) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (b) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs that cause substantial disruption to school operations

or interferes with the rights of other students or staff members. Complaints alleging sex discrimination, race, religion, national origin, disability, or sexual harassment/intimidation or sex equity violations shall be investigated and resolved through the investigation process outlined by GOAL Academy.

Any student who harasses or intimidates another student or staff member in violation of this section shall be subject to discipline, up to and including dismissal, expulsion and/or referral to law enforcement authorities.

Search of Personal Property and Student Questioning

The school seeks to maintain a climate in the Education Zones that is conducive to learning and protects the safety and welfare of staff, students and guests. To achieve this goal, it may be necessary for school personnel, upon reasonable suspicion of a violation of law or school policy, to search the person and/or the personal property of student and to seize any property or contraband deemed to in violation of law, school policy, or injurious or detrimental to the safety and welfare of students, staff and guests.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search may be grounds for disciplinary action. When necessary, an administrative report will be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses.

GOAL property, including GOAL owned computers, may be searched by GOAL staff at any time for any reason.

When a violation of school rules occurs or is suspected, a GOAL administrator or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian, except that in situations where a student is suspected of violating law or school rules which may result in suspension, expulsion, or criminal prosecution the GOAL administrator or designee(s) may not interview the suspected student(s) without making a reasonable attempt to have the student's parent/guardian present. The nature and extent of the questioning must be related to the objectives of the questioning. The student will have the opportunity to present his/her side of the story, orally and/or in writing.

If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Tobacco, Drugs, and Alcohol

Students may not buy, sell, distribute, transfer, possess, carry or use controlled substances, including medical marijuana, "look-alike" substances, imitations of controlled substances, drug

paraphernalia or illegal drugs, tobacco products (including e-cigarettes) or alcohol while on school property, while engaged in, participating in, or present at an activity or event that is connected to the school programs or school related functions, or at any time or in any place where student conduct is likely to substantially disrupt the school programs or school related functions.

With reasonable suspicion, school officials may search for and seize controlled substances, “look-alike” substances, imitations of controlled substances, drug paraphernalia or illegal drugs, tobacco products or alcohol on school property, or at school sponsored activities that take place off school property. Students who violate this policy will be subject to discipline, up to and including dismissal, expulsion and/or referral to law enforcement authorities.

In the event of a tobacco violation, GOAL Academy will make every effort, which may include educational alternatives to suspension, to provide comprehensive interventions, for student tobacco policy violators. At a minimum, GOAL Academy will provide to students:

- Information regarding the tobacco-free schools law.
- A copy of the tobacco-free schools policy.
- Educational information regarding the hazards of tobacco products and resources for cessation.

Weapons

No student shall possess, use, or control a weapon while on school property, or while engaged in, participating in, or present at an activity or event that is connected to the school programs or school related functions, or at any time or in any place where student conduct is likely to substantially disrupt the school programs or school related functions.

Weapons for purposes of this policy may include but not limited to:

- Any firearm, gun, stun gun or explosive;
- Knives (any size), brass knuckles, bats, billy clubs,
- Any other item which can be used to inflict harm on another, or
- Any other item which can be construed as a “lookalike” of the above.

Students may be subject to disciplinary action, up to and including expulsion and referral to law enforcement, for a violation of this section. Any weapon or other object used or attempted to be used as a weapon in violation of this section will be confiscated and both the student and the weapon will be turned over to legal authorities.

Gun Free Schools

In accordance with applicable law, carrying, bringing, using or possessing a firearm in any GOAL Education Zone, GOAL academic setting, or at any GOAL sponsored activity is prohibited.

As used in this policy the term firearm includes:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any destructive device, which includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

In accordance with law, violation of this policy shall require that proceedings for the expulsion of the student who violates this policy shall be initiated immediately. In accordance with law, expulsions for violation of this policy must be for no less than one full calendar year. The GOAL Executive Director may modify the length of this legal requirement for expulsion on a case-by-case basis.

GOAL Academy shall maintain records which describe the circumstances involving expulsions of students who bring firearms to school including the name of the school site, the number of students expelled and the types of firearms involved as required by law and forward such information to the office of the Director of Accountability who will in turn present the information to the GOAL Board of Directors. These student discipline reports shall be forwarded to the Falcon School District 49 and the Colorado Department of Education.

GOAL personnel shall refer any student who brings a firearm to an academic site to appropriate authorities and law enforcement.

Discipline of Habitually Disruptive Students

Students who cause a material and substantial disruption in any Education Zone, in a school vehicle, or at a school activity or sanctioned events three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the school is subject to being declared a habitually disruptive student. Declaration as a habitually disruptive

student may result in the student's suspension and/or expulsion in accordance with school policy concerning student suspensions, expulsions and other disciplinary interventions.

Discipline of Special Education Students

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan, and school discipline policy. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP or behavior intervention plan.

Minor Disciplinary Infractions

This list serves to provide some example and is not intended to be exhaustive:

- Disobeying general Education Zone, classroom and/or program rules;
- Isolated instances of disruptive or disorderly conduct within the Education Zone, classroom and/or program (e.g. GOAL sanctioned events.)
- Missing assignments, assessments, and teacher communications;
- Isolated instances of inappropriate language/gestures;
- Minor damage to school property or to another student's property;
- Excessive absences;
- Any other behavior which may be construed by GOAL Staff as a minor disciplinary infraction.

Major Disciplinary Infractions:

This list serves to provide some examples and is not intended to be exhaustive:

- Excessive violation of minor infractions;
- Cheating/ plagiarizing / lying/ misrepresentation concerning conduct and/or student achievement (e.g. homework, projects, interactions with staff and other students);
- Repeated disrespect for authority figures;
- Fighting or other violent behavior;
- Gang Activity;
- Repeated Discrimination / Harassment / Intimidation / Bullying;
- Engaging in conduct which is prohibited by GOAL Academy's computer/internet/technology usage and safety policy;
- Possession of weapons;
- Theft (on school property or part of school functions);
- Possession of tobacco, illegal drugs, and/or alcohol and all related paraphernalia

(including “lookalike” items);

- Truancy;
- Misuse of technology, including violation of permission guidelines.

Disciplinary Interventions

GOAL Academy is committed to Restorative Justice, thereby repairing the harm done by Disciplinary interventions may include but are not limited to:

TEACHER/STUDENT CONFERENCE

Private discussion with student’s inappropriate behavior

ADMINISTRATOR/STUDENT CONFERENCE

Private discussion with student’s inappropriate behavior

PARENT/GUARDIAN NOTIFICATION

Parent/guardian is notified by telephone. A conference may be held if needed and documented

PEER MEDIATION

Student meets with another zone student and works through potential conflicts through peer-to-peer methods.

Disciplinary Actions

Disciplinary actions may include but are not limited to:

REMOVAL OF STUDENT FROM THE ZONE. A student may be removed from the Education Zone for behavior that is so disruptive as to interfere with zone operations, the conduct of lessons, or the participation of fellow students in the learning process.

LOSS OF PRIVILEGES. Removal from the opportunities to utilize GOAL technology, attend GOAL Ventures trips, partake in GOAL programs (e.g. Concurrent Enrollment, FAST, Over 21, etc.) and other privileges which the GOAL Academy Board/or GOAL Academy administrators has decided.

PARENT/GUARDIAN INVOLVEMENT. A formal conference is held among the Principal/Asst. Principal or Dean, teacher, parent and school social worker to discuss the student’s behavior. A written record of this meeting will be kept.

COMMUNITY VOLUNTEERING. This may include reaching out within the GOAL/LOCAL community based organizations (“CBOs”) and/or intra-Zone volunteering (depending on the infraction and determination/recommendation by the zone administrator.)

INTERNAL SUSPENSION. Following a conference between the teacher and Principal/Asst. Principal or Dean, the student is removed from the normal engagement (virtual and in-person)

with teachers and kept in a supervised area (in-Zone) with no extra activity allowed except assigned schoolwork by associated staff. All assignments for that day will be taken home and completed by the next day. Parents will be notified.

EXPULSION. GOAL Academy is authorized to expel a student who is grossly disobedient and shows a gross misconduct from GOAL Academy. Gross disobedience or misconduct includes any behavior or activity which causes or may reasonably lead school officials to foresee injury, disruption or material interference with school activities, the rights of other students or school personnel. Gross disobedience or misconduct may occur on or off school grounds, or at a school sponsored program and/or function. In the event that expulsion is considered by GOAL Academy, the student's parents/guardian will be notified.

INVOLVEMENT OF LAW ENFORCEMENT. A possible meeting/communication with appropriate law enforcement depending on the egregiousness of the infraction.

Procedure for Suspension of 10 days or less

Regional principals have the authority to suspend a student for not more than five (5) or ten (10) days, depending upon the type of infraction. Pursuant to this policy, the Executive Director has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed twenty-five (25) school days. As a general rule, a suspension will be ten (10) days or less.

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

When the term "parent/guardian" is used, it refers to the parent/guardian of students under eighteen (18) years of age; if the student is eighteen (18) years or older, it refers to the student. All references to parent/guardian are intended to also include legal custodian.

1. Notice. The principal, or designee at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. Contents of notice. The notice will contain the following basic information:
 - A statement of the charges against the student.
 - A statement of what the student is accused of doing.
 - A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

This information need not be set out formally but should sufficiently inform the

student and parent/guardian of the basis for the contemplated action.

3. Informal hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.

4. Timing. The notice and informal hearing should precede removal of the student from the Education Zone. There need be no delay between the time notice is given and the time of the hearing.

5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from the school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.

6. Notification following suspension. If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.

7. Removal from school grounds. A suspended student must leave the Education Zone and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.

8. Readmittance. No student will be readmitted to Education Zone until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

9. Make-up work. Suspended students will be allowed to work off-site, virtually, during the period of suspension.

Procedure for Expulsion or Denial of Admission

In the event a student commits a potentially expellable offense the following procedures will be followed:

1. Notice. Within three (3) days of the offense, the regional principal shall submit

paperwork to the hearing officer for expulsion. The hearing officer will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.

2. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of notice. The notice will contain the following basic information:
 - A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - A statement of the date, time, and place of the hearing which will take place within three (3) days after the date of the notice.
 - A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. The hearing officer and regional principal will meet with parent/guardian, student and, if requested, an attorney. Testimony and information will be shared and a decision will be rendered within three (3) school days of the hearing.

A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The hearing officer will inform the Executive Director of the decision and will send a letter to the family within five (5) days informing them of their right to appeal.

5. Appeal. The family has ten (10) days to appeal in writing. If the family appeals, a meeting will be scheduled with the Executive Director or designee within three (3) to five (5) days of the request. Failure to request an appeal within ten (10) days will result in a waiver of the right to appeal and the decision of the Executive Director or designee will become final.

The Executive Director or designee hears the case and renders a decision within three (3) days of the hearing informing them of their right to appeal. They have seven days to appeal. If the family appeals, a hearing will be scheduled with the Board at the

next scheduled Board meeting. The Board renders a decision and the Board secretary sends a letter to the family informing them of the decision.

6. Parental responsibility. Upon expelling a student, school personnel will provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the school provide services during the expulsion. If the parent or guardian chooses to provide a home-based education program for the student, school personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled and is not receiving educational services through the District, the District will contact the expelled student's parent/guardian at least once every sixty (60) days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school or if the student is committed to the department of human services or sentenced through the juvenile justice system.

7. Readmittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same Education Zone in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment, or was placed in a diversion program as a result of committing the offense for which the student was expelled.
- There is an identifiable victim of the expelled student's offense.
- The offense for which the student was expelled does not constitute a crime against property.
- If the school has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

Procedure for crimes of violence or unlawful sexual behavior

1. The following procedures will apply when the school receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful

sexual behavior, as those terms are defined by state law.

The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:

- Whether the student has exhibited behavior that is detrimental to the safety or welfare of other students or school personnel.
 - Whether educating the student in school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the school, the school may suspend or expel the student, in accordance with the procedures set forth above.
 3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to the Education Zone during that period, but may work virtually.
 4. If the student pleads guilty to the charge, is found guilty, or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
 5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

AGREEMENT REGARDING STUDENT HANDBOOK

Students and parents must read the Student Handbook, then sign this form where indicated, remove this page from the rest of the Student Handbook, and return it to their home zone. Please retain the Student Handbook for your future reference.

STUDENT:

I acknowledge that I have received, read, and asked any clarifying questions I have regarding GOAL Academy’s Student Handbook ("Handbook"). I will follow all of the school rules, regulations, standards of conduct, and abide by all other information as set forth in the handbook. I understand that the standards of conduct described in the Handbook apply during the following times and in the following places:

- At all times on school property or during school sponsored events, on-site or off-site;
- At all times and in all places when students are traveling to and/or from school or school sponsored events;
- At all times and in all places when students are engaged in, participating in, or present at an activity or event that is connected to the school programs or school related functions;
- At all times and in all places where student conduct is likely to substantially disrupt the school programs or school related functions.
- At all times and in all places when students are using GOAL technology, in any form or format;
- At any other time or place in which the activity has the effect of creating a substantial disruption to the educational process or health and safety of students as they pursue their educational endeavors with GOAL Academy.

Student Printed Name	Student Signature	Date
----------------------	-------------------	------

PARENT/GUARDIAN:

I acknowledge that I have received, read, and asked any clarifying questions I have regarding GOAL Academy’s Student Handbook with my child. I have discussed the need to follow the standards of conduct set forth in the Handbook with my child, and I understand and agree that it is my child's responsibility to follow all of the school rules described in the Handbook.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date
------------------------------	---------------------------	------

Official Use Only:
Zone: _____ Homeroom: _____ Programs: _____