



GLOBAL
ONLINE
ACADEMY

STUDENT and FAMILY HANDBOOK, 2020–2021

Welcome to GOA’s student and family handbook. This handbook outlines critical policies, procedures, and expectations for our families and learners. In order for you to successfully navigate GOA courses and gain the most from your GOA experience, please read this handbook carefully.

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For questions regarding the contents of this handbook, contact Global Online Academy’s Associate Director of Learner Experience, Ellen Min Hartman (ellen@globalonlineacademy.org).

I. Handbook At-a-Glance

Five key statements we want students and families to understand about the GOA Experience.

I. You'll learn new ideas in new ways. Global Online Academy believes connecting students around the globe to explore topics they're passionate about is the next frontier of learning. Building a network of students like you helps us build bridges, share ideas, and foster global citizenry. Courses are dynamic, rigorous, and fun. Expect to learn how to use technology to express yourself, to make global connections, and to develop useful skills you might not exercise as often in your on-campus school setting.

II. Our academic standards and expectations are similar to your school's. Our teachers are excellent faculty members from GOA member schools. They will expect the same level of commitment and engagement as your on-campus teachers. Logging in multiple times a week, checking assignments and your gradebook regularly, and building the skills necessary to learn independently are basic expectations of a GOA course. Especially in an online environment, where information can be shared so freely and easily, academic honesty is essential. We expect you to produce original work and attribute sources to non-original work.

III. Your online self and your in-person self are one and the same. Understand that nearly everything you'll learn this semester will be online, and everything you do online leaves a mark. Don't say anything online you wouldn't say face to face. Don't assume an interaction you intend to be private will stay that way. Don't do anything you wouldn't want your guardians, prospective colleges, friends, or future employers to know. If you're unsure if something's okay to share, ask your teacher or on-campus Site Director.

IV. In our global community, your respect, openness, and engagement are essential. GOA students attend 114+ schools around the world. Our classes are small because we want you to find yourself engaging with peers who have life experiences, ideas, and views different from your own. We expect you to act with maturity and respect in all interactions according to our [Community Expectations](#). We expect you to cultivate an active, regular online presence in your course and to be open and honest if you experience or witness an inappropriate action.

V. We are an inclusive organization. Global Online Academy does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, gender, or sexual orientation. This policy applies to all areas of student



concerns (admissions, educational policies, financial aid and loan programs, and other school-administered programs) as well as to all areas of personnel/teacher concerns (an Equal Opportunity Employer [EOE]).

II. Mission and the Student Experience

The mission of Global Online Academy (GOA) is to reimagine learning to empower students and educators to thrive in a globally networked society.

The Student Experience at a Glance

We imagine a future where all students acquire and practice modern learning skills to be global citizens. GOA aims to provide a positive, interactive, and academically rigorous environment for students to learn. We offer courses that connect students to topics they care about, and we offer a network that connects those students to peers as passionate as they are.

Successful online learning, however, requires a specific set of skills, skills that might not be exercised as often in a brick and mortar environment. Based on our research, student surveys, and feedback from our faculty, GOA has identified six core competencies that all of our students should develop during our courses.

All GOA students develop six core competencies in practical, hands-on ways.

- Collaborate with people who don't share your location.
- Communicate and empathize with people who have perspectives different from your own.
- Curate and create content relevant to real-world issues.
- Reflect on and take responsibility for your learning and that of others.
- Organize your time and tasks to learn independently.
- Leverage digital tools to support and show your learning.

Every GOA member school has appointed an on-campus Site Director, a member of the faculty dedicated to knowing, supporting, and leading the school's cohort of GOA students. The Site Director is the student and family's main point of contact for all information regarding GOA.

III. Academic Program

Calendar

[Full 2020-21 Academic Calendar](#)

Global Online Academy's academic year contains two semesters and one summer term:

- Semester 1: September 2, 2020 - December 18, 2020
- Semester 2: January 13, 2021 - April 30, 2021

Term Length

The length of each semester is 15 weeks: 14 weeks of classes with a mid-semester, week-long break. The summer term is 7 weeks long and contains classes of varying lengths. Students are expected to commit the same amount of time to a GOA course that they would a single course at their home schools (5-7 hours/week during a semester, 10-12 hours/week during the summer).

Please note: there are no official dates for the one-week break. The teacher sets the semester break based on students' break schedules.

GOA Course Drop/Add Policy

GOA allows students to enroll in courses for a limited amount of time once the semester begins:

- A student may request to drop a course any time within the first ten days of a semester with no reflection on the student's transcript and a 100% refund of the student enrollment fee to the school.
- If a student requests to drop a course 10-17 days into the semester, there is no reflection on the student's transcript and a 50% refund of the student enrollment fee.
- If a student requests to drop a course after the end of the add/drop period, the transcript notation will be a "W," indicating a withdrawal.
- If a student must withdraw from a course at any point for medical reasons, the appropriate designation will be determined by the student's home school and GOA's Associate Director for Learner Experience.

How to Drop a Course

Only a school's Site Director may initiate the drop process from a course. Students must first consult with their Site Director to discuss the drop and reasons for it. Upon approval of the course drop, the Site Director will complete the drop and remove the student from the course via the Site Director Portal.

Grades

GOA gradebooks are maintained in our Learning Management System (LMS) and are “open,” meaning students and Site Directors have access to individual gradebooks where they can track feedback and grades in real time. All feedback is delivered via the LMS. All grades are calculated numerically according to parameters set by the teacher.

Grade Reports

GOA provides grade reports at the mid-semester and at the end of the semester. Grades are reported according to the “total average” in the LMS gradebook at the end of a grading period. At the end of a course, whether semester or yearlong, students will receive a “final grade” for the course. These are emailed directly to students, parents and guardians, and the member school Site Director.

Reported grades are a “snapshot” of the students total average at the close of the grading period and are provisional. We do not update midterm grades at the end of a semester. Rather, final grades represent the total average over the length of the course, NOT the simple average of the individual terms.

Why do we report grades this way? Because it better reflects work over time and supports a more flexible learning environment: as tasks become more sophisticated and students are permitted to resubmit and improve upon work as the semester goes on, our grades remain dynamic until the very end of the term in order to maximize a student’s ability to demonstrate progress and learning. A simple average of terms doesn't necessarily capture this growth.

Grading Scale

Global Online Academy teachers report students' midterm and final grades as numbers, on a scale of 0-100. Reporting numbers allows our schools to convert GOA number grades into a corresponding letter grade based on its own grading scale.

90-100: A grade in the 90-100 range reflects consistent evidence of critical and creative thinking; accumulation of an extensive knowledge base; exceptional ability to analyze and synthesize; and dexterous application of concepts, materials, and relevant technology. The student submits all work, meets all deadlines, and contributes consistently to a respectful and dynamic classroom atmosphere of mutual inquiry.

80-89: A grade in the 80-89 range reflects a strong performance, consistent evidence of critical and creative thinking, a good knowledge base, the ability to analyze and synthesize, and the ability to apply concepts and/or materials. The student consistently submits work, meets deadlines, and contributes to a respectful and dynamic classroom atmosphere.

70-79: A grade in the 70-79 range reflects acceptable but inconsistent performance in critical, creative, and knowledge-based areas; in the ability to analyze and synthesize; and in the application of course content and/or materials. The student submits work and meets deadlines inconsistently and contributes erratically to the learning environment.

60-69: A grade in the 60-69 range reflects poor performance, insufficient evidence of critical and creative thinking, significant gaps in knowledge base, a limited ability to analyze and synthesize, and a limited ability to apply concepts and/or materials. The student regularly neglects to turn in work, meet deadlines, and contribute to the learning environment.

0-59: Failure. A grade in the 0-59 range reflects unacceptable performance, minimal understanding of course concepts and/or materials, and/or insufficient, erratic, tardy, or incomplete work. Students receiving a grade in the 0-59 range will not receive credit for the course.

Inc: At the end of a grading period, “Incomplete” will only be granted to a student in the case of illness or adverse circumstances and must be made up within three weeks of the grading period’s close. If after three weeks the student has not completed the work, the teacher will assign a grade in consultation with GOA’s Associate Director of Learner Experience and a home school administrator.

W: Withdrew from course.

Policy on Late Work

What we know:

- Frequent, personalized feedback and strong relationships between teachers and students are the best ways to engage students in timely submission of high quality work.
- Students value some flexibility in how and when they submit work.
- Teachers value some discretion in granting extensions and assessing late work.
- GOA’s core competency of becoming independent learners includes developing transparent, proactive communication skills.
- Timeliness of submission plays a role in quality of work and evidence of learning, but not the only role.
- GOA courses are collaborative and interactive: the student’s timely participation in coursework plays a role in the learning of classmates and the ability to form meaningful relationships with teachers and students.

The institution of a GOA-wide late policy springs from the growing evidence that GOA students’ independent learning skills are still developing, and clarity, consistency,

and structure around timeliness will support their understanding of why and how to continue to build those skills. In addition, a rising number of students are taking more than one GOA course, and basic policy alignment across courses is important.

GOA Late Work Policy:

- Students who request extensions at least 24 hours before a deadline may be granted an extension at the teacher's discretion.
- Without prior agreement on an extension, independent work submitted **more than 48 hours** (but less than 14 days) past the published deadline will be penalized no more and no less than 25% of the total point value. Work that is never submitted will receive a zero.
- Collaborative work (Zoom meetings, asynchronous discussions, group and partner work where the learning depends on an interaction with others) will not be accepted after the 48-hour grace period without advanced notice, and the assignment will receive a zero. Teachers should note on the assignment that post-grace period submissions will not be accepted if the assignment doesn't fall obviously into the circumstances listed. Teachers are under no obligation to create alternative assignments when students have missed these types of assignments.
- Teachers do not assess or grade unexcused work that is submitted more than 14 days after the due date. Assignments submitted more than 14-days late will receive a zero.

- Special Note on End of Grading Periods:
 - Extensions: Extensions on work may be offered at the discretion of the teacher. Extensions may be offered up to ten days after the end of the grading term to ensure work is turned in in time for completion of grade reports. Work that is not turned in by the extended deadline receives a zero.
 - Incomplete: At the end of the semester, an incomplete will be granted to a student only in the case of illness or adverse circumstances as confirmed by the on-campus site director. Incompletes must be made up within three weeks of the end of the semester. If after three weeks the student has not completed the work, the teacher will assign a grade in consultation with the Associate Director of Learner Experience and the site director.

Accommodations

Site Directors will report to GOA prior to the start of the semester any accommodations for which a student is eligible. The academy will accept any accommodations prescribed for a student by learning resources and counseling staff at member schools.

Student Support

Students are responsible for their work, conduct, and communication in their GOA courses. Communication at GOA is primarily among teachers and their students. As needed, Site Directors, GOA staff, and families become involved in supporting Global Online Academy students. To ensure effective and responsive support of students, GOA has created a Student Support Protocol, which will be shared with students, teachers, and Site Directors at the beginning of each term.

IV. Technology and Media

Technology Requirements

It is our goal to keep hardware and software requirements to a minimum for a student to be able to participate fully in a GOA course. When possible teachers ask students to use available online tools. The minimum technology required for each student is:

- Access to an internet-enabled computer at school and at home.
 - Note: To participate fully a student will need a computer. While mobile devices are useful tools for some work in GOA courses, they are not required for a GOA course and are occasionally unable to fully render classroom materials.
- Access to a webcam/microphone
- High-speed Internet connection

All students receive an account to GOA's learning management system which allows them to converse and fully participate in class activities. Students will be asked to create accounts for other applications that are not provided directly by GOA. When possible, accounts should be restricted to only share content within GOA. It is an expectation that students will not override or change these settings if they have the option to. All accounts are intended and should only be used for GOA educational purposes.

Use of Technology for Coursework

GOA community members will use digital tools to create work for the course, including, but not limited to, videos, images, recordings of video and audio calls, and audio files. Whether posted to our LMS or to an external sharing website, this material should be treated as a public representation of the creator, meaning appropriate language, dress, tone, and content is expected in all cases.

In addition, community members are responsible for protecting their privacy and that of other community members by adhering to our Acceptable Use Policy and Media Release Policy (outlined below).

Acceptable Use Policy

This Acceptable Use Policy ("AUP") governs access to and use of any hardware, software, network, internet, website or other computer system device or resource that Global Online Academy (the "school") may make available to you (including the www.globalonlineacademy.org website), whether you access or use those resources while on campus or from a remote location. School computer and network-related resources are collectively known as the School Online Community or the "SOC."

By accessing the SOC, you affirm that you have read and accept the terms and conditions of this AUP, which we may update from time to time. This AUP will help you understand the types of activities that are allowed within the SOC and provide information about how the SOC can improve your experience as a student, parent, alumnus, faculty/staff member, or otherwise a user of the SOC.

Responsible Activities

Your use of the SOC must, in every case, be in support of and consistent with the educational and research objectives of the School.

The School encourages all SOC users to comply with the laws of the United States relating to copyright. Information on copyright law is available from the U.S. Copyright Office at <http://lcweb.loc.gov/copyright>.

If you discover an SOC security problem, you must immediately notify the school at hello@globalonlineacademy.org. It is a violation of this AUP for you to fail to report a security problem, to demonstrate a security problem to anyone other than a faculty member, or in any way to encourage others to take advantage of a security problem.

Prohibited Content

You may not use the SOC to access, view, upload, post, or otherwise distribute or facilitate distribution of any message, file, data, communication, text or other content (“Content”) that:

1. violates any School rule or policy as outlined in the Student/Family and Faculty Handbooks;
2. is unlawful, threatening, abusive, harassing, racist, defamatory, libelous, deceptive, fraudulent, invasive of another’s privacy, or tortious;
3. contains actual or masked profanity, vulgarity, obscenity, pornography, or otherwise inconsistent with the values and general standards for community behavior at the school;
4. impersonates any person or entity, including any employee or representative of School, or disguises the origin of any Content;
5. you know is false, misleading or inaccurate;
6. bullies, victimizes, harasses, degrades, or intimidates an individual or group of

individuals;

7. infringes on any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party;
8. contains information about other users of the SOC collected or harvested for any purpose inconsistent with the educational and research objectives of the School;
9. constitutes unauthorized or unsolicited advertising, junk, or bulk e-mail (i.e., “spam”), chain letters, any other form of unauthorized solicitation, or any form of lottery or gambling;
10. promotes any politician, political organization or purpose;
11. seeks a financial or commercial benefit;
12. contains software viruses or any other codes, files, or programs designed or intended to disrupt, damage or limit the functioning of any software, hardware, or telecommunications equipment or damage or obtain unauthorized access to any data or other information of any third party;
13. links to material that does not comply with this AUP;
14. constitutes vandalism to, or improper use of, the SOC;
15. violates the license or other terms and conditions applicable to any software or other component of the SOC, or any website or other resource accessed by means of the SOC;

Prohibited Activities

Students are prohibited from the following practices in connection with their use of the SOC:

1. recording sound or images of faculty members, students, or others without their permission;
2. “friending,” or otherwise directly connecting to, any school employee on any social networking site that is not used primarily for educational purposes;
3. engaging in identity theft;

4. using any software product that can be deemed a “hacking” utility;
5. collecting or harvesting information about other users of the SOC for any purpose inconsistent with the educational and research objectives of the School;
6. altering any settings or configurations on any computer, software or other component of the SOC
7. disrupting the use of the SOC by others, or attempts to disable, change, bypass or otherwise affect security, access or other limitations imposed by the SOC or the School;
8. accessing, or trying to access, network resources not intended for them;
9. using the SOC for commercial purposes, or advertising; and/or
10. attempting to circumvent this AUP.

Social Media

Social media (such as Facebook, Twitter, blogs, Google+, etc.) are tools teachers and students use to communicate with one another, share resources, conduct class, make announcements, etc. Global Online Academy seeks to define the educational and work-related contexts of social media for the protection of its teachers, students, and community as a whole. In essence, interacting online with peers is no different from interacting with individuals or groups face to face—i.e., we are required to adhere to all community expectations as outlined in this handbook.

With specific regard to social media, all students must:

- Understand that they are accountable for their postings and other electronic communications that are school related, particularly online activities conducted with a school email address, or while using school property, networks, or resources, or while discussing class-related activities.
- Use good judgement in the realm of using social media. When setting up accounts students should remember and remind others that nothing online is private, because privacy settings can be changed at any time.
- Be aware that Global Online Academy considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the academy, its students, and teachers. As such, violation of this

policy may lead to corrective action, up to and including expulsion from the GOA program.

Registration and Password

Although you may access some portions of the SOC simply by visiting the School's website with a web browser, in order to access most portions of the SOC you will need to log on using the username and password assigned to you. You may not share your SOC password(s) with any other person, or permit any other person to use the SOC while logged on under your password. You will be responsible for all uses of the SOC under your account, whether or not authorized by you. You agree to notify the School immediately of any unauthorized use of your account or password.

Consequences of AUP Violation

Your use of the SOC is a privilege, not a right. You are solely responsible for your use of the SOC, including any Content that you may post, upload or otherwise transmit using the SOC. You agree to indemnify and hold the School and its trustees, faculty, staff, alumni, parents, and students (together, the "School Indemnitees") harmless from any costs (including reasonable attorneys' fees) or other damages they may incur in connection with: (a) your violation of the AUP, including your infringement of copyright or other intellectual property rights; (b) any Content you submit, post to, or transmit through the SOC and any of its web pages, forums, chat rooms, and other features now existing or subsequently developed; and (c) your use of, and/or connection to, the SOC. If you violate the AUP, the School may demand indemnification, limit or revoke your SOC access, remove Content, or take other disciplinary or remedial action it deems appropriate, including suspension, expulsion and legal action.

System Monitoring & Control

All SOC activity and Content is subject to monitoring and inspection by the School, including by, among other things, accessing personal folders, files, emails, and history of Internet usage. In its sole discretion, the School may restrict access to and use of the SOC (including access to inappropriate materials), and may delete, remove, or disable any Content whatsoever. The School may deny SOC access to any student or other user deemed a security risk.

Rights in Content

Content posted to, or otherwise made accessible by, the SOC may be protected by copyright, trademark and other intellectual and proprietary rights laws ("IPRights"). When you use the SOC, you agree to abide by those laws and this AUP. By posting or



otherwise submitting Content, including your user name, photographs or other materials, to any “public area” of the SOC, such as message boards, blogs, forums, user pages, comments or chat rooms, web pages, and other media now known or later developed, you: (a) represent and warrant to the School that you have the unrestricted right to do so; and (b) grant the School a royalty-free, irrevocable, non-exclusive right (including any moral rights) and license to use, license, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, derive revenue or other remuneration from, communicate to the public, perform and display the Content (in whole or in part) worldwide and/or to incorporate it in other works in any form, media, or technology now known or later developed, for as long as you are a member of the SOC.

Disclaimer

The SOC may enable links or other access to third-party websites and resources. The School does not operate, guaranty, certify, endorse or control any of those websites or resources; your use of those sites or any information obtained from them is voluntary and entirely at your own risk. Moreover, the School does not and cannot review all of the Content posted or distributed on the SOC by students, faculty members, alumni and other users. Such Content does not reflect the opinions or views of the School, its trustees, partners, affiliates, faculty or staff, unless expressly stated otherwise by an authorized representative of the School.

THE SCHOOL PROVIDES ACCESS TO AND OPERATES THE SOC ON AN “AS IS” AND “AS AVAILABLE” BASIS, AND DISCLAIMS ANY AND ALL PROMISES, REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, WITH RESPECT TO THE SOC AND ITS CONTENTS, INCLUDING AS TO CONDITION, THE EXISTENCE OF ANY LATENT OR PATENT DEFECTS, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, NON-INFRINGEMENT, OR ANY IMPLIED WARRANTY OF INFORMATION CONTENT OR SYSTEM INTEGRATION. THE SCHOOL WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, ANY LOSS OF FILES OR DATA), OR OTHER LOSS ARISING FROM ANY USE OF THE SOC.

Online Privacy

Limited privacy: The students should not have any expectation of privacy as to faculty members or school employees in connection with the students’ use of the SOC. The school may monitor and collect and/or has the right to monitor and collect all SOC activity.

Data collected about you: The School endeavors to protect the privacy of our students, faculty, staff, parents/guardians, alumni and other users of the network or website. However, in order to allow you to access the SOC, we must collect some information from you. Most of this information will be preloaded through the registration process

at the school or collected when you perform any SOC Activity. The School reserves the right to disclose personal information when required by and in accordance with federal, state, or local laws, or in the good-faith belief that such action is necessary to conform with such requirements or to comply with a legal process served on the School. The School further reserves the right to provide each parent/guardian with access to the records and other personal information of their child(ren)/ward(s), and to share student information as otherwise permitted in your [Enrollment Contract] with the School or as required by applicable Federal or State laws and regulations.

Shared Information: The School shares some identifiable information, such as name, address, and phone number, with consortium members. The shared information, which is stored in our internal systems (including a Learning Management System and Student Information System) is used to contact and provide certain services to students, parents, alumni, faculty and staff. The agreements with our member schools require that all confidential information remain confidential and that the information be used only as previously described. The School does not share SOC Activity with any business partners.

Like most websites, The School's website may use cookies on certain pages accessible to members of the SOC. Cookies are pieces of information that a website transfers to a user's hard drive for record-keeping purposes while visiting the site and to facilitate the display of frequently viewed information. Cookies may make your use of the SOC easier by, for example, saving your calendar preferences for you. We may also use cookies to deliver content specific to your interests and for web traffic analysis and site navigation. You are free to not accept the cookies by referring to your browser's "help" feature, but certain features of the SOC may not work as intended or may be slowed if you decline to accept cookies.

Modifying the SOC or this AUP

In its sole discretion, the School may modify or discontinue the SOC, any of the features found in the SOC, or any services, tools, products, events, or other Content, with or without notice to you and without liability to you or any third party. In addition, from time to time, The School may, in its sole discretion, update this AUP. The School has no obligation to notify you of any such changes other than by sending a copy to your email address on file with the School at least 30 days prior to such changes taking effect. You also agree that by use of the SOC after receipt of the 30-days' notice, you agree to the latest version of this AUP. The AUP replaces and supersedes any and all prior proposals, understandings and agreements, oral and written, concerning your use of the SOC.

Consent of Parents/Guardians Required for Student use of the SOC



If you are a student, you may access the SOC in accordance with this AUP and then-current School policies, provided that both you and your parent or guardian, as applicable, have consented to this AUP in the manner directed by the School.

Use by Alumni, Parents and Guardians

If you are an alumnus, or the parent or guardian of an enrolled student, you may access the SOC in accordance with this AUP and then-current School policies, provided that you have consented to this AUP in the manner directed by the School. If you are a parent or guardian, you are responsible for use of the SOC by your child(ren) or ward(s) (as applicable), and agree to hold harmless and indemnify the School Indemnitees from any costs (including reasonable attorneys fees) or other damages they may incur in connection with violation of this AUP by your child(ren) or ward(s) (as applicable).

Media Release Policy

GOA collaborates with its member schools to highlight the activities of the academy and our students in a variety of ways, including the academy's website; e-newsletters; the academy's official social media outlets; brochures and other publications.

For anything publicly shared by GOA, students are identified only by first name and, occasionally, by the name of their home school. Students must review their own work to ensure compliance with this policy.

V. Community Expectations

All members of the Global Online Academy community are expected to act with integrity, civility, and respect in all their interactions. Students' language and writing should, at minimum, align to the standards set at their home schools, with the additional awareness that publishing content on the internet — even in a protected domain — introduces you and your work to more people than you may know. In an online classroom, nothing may be anonymous, and anything not one's own should be cited.

Academic Integrity

Students are expected to produce work that is original, and to attribute any ideas not their own to the appropriate people or organizations. GOA treats plagiarism and any and all forms of cheating as a violation of its community expectations.

All copyrighted material—including text, graphics, and multimedia—downloaded from online resources must be fully and properly credited to the author and/or source. It is unethical and not acceptable to use other people's work without proper credit. In cases where material cannot be used without the express permission from the author or site, GOA expects students and faculty to take the responsibility to properly cite sources and to take the time to properly arrange for the use of copyrighted material. Material obtained without permission of copyright owner or otherwise outside of copyright cannot be used and will be deleted.

The academy recognizes that developing an understanding of appropriate and inappropriate borrowing of another person's ideas is a complex process and will attempt to address these issues in a way that educates as well as disciplines.

- A student who is found to have intentionally or unintentionally passed off as original the ideas or writing of another will
 - fail the assignment with a grade of zero.
 - have the opportunity to resubmit an original assignment to receive a minimum passing grade.
 - be reported by the teacher to GOA's Associate Director of Learner Experience and the home school Site Director.
 - be subject to any academic integrity policies at the home school.

Online Presence and Respect for Others

GOA teachers expect students to have an active, engaged online presence. This includes near-daily logins to the course and conduct in all interactions that is respectful of others.

We define “respect for others” as:

- All members of the GOA community present their real identities when participating in class activities and in the course profile.
- Community members may not reproduce or post any coursework by, or personal information about, their other community members, including last names, addresses, phone numbers, or photos of or by their classmates in public online spaces (e.g. YouTube videos, social media sites).
- Students will speak with their GOA teacher and site director before gathering or sharing potentially sensitive information about community members, even if the information is being gathered anonymously and shared for academic purposes.
- All community members use appropriate, positive language in all communications with faculty, staff, and students.
- Community members will not ask to meet for a Zoom/online meeting between 10pm-6am of a member’s time. While teachers do their best to foresee and avoid timezone conflicts, GOA students will practice self-advocacy skills when a proposed meeting time falls outside the range in their timezone.

Confidentiality and Disclosure

GOA believes that the relationship among students, parents, faculty, and staff is strengthened by a mutual understanding of the basic rights and responsibilities of each of the parties. GOA encourages students to develop relationships of trust with their teachers. In this effort to promote candor and trust, the Academy asks that parents respect the privacy of students who may not wish to share certain information. However, GOA must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community.

Faculty, students, and staff are advised that physically, emotionally, or sexually abusive conduct — whether it occurs during the course or in the form of disclosure of past abuse — must be reported to the Associate Director of Learner Experience to ensure the home school’s designated reporter can contact the appropriate law enforcement agencies. In addition, such conduct by any person may result in criminal sanctions.

Personal Behavior

Global Online Academy embraces diversity and values the integrity of individuals. Individual differences, including religion, national origin, race, sexual orientation, socioeconomic status, culture, color, and gender, are acknowledged and respected. To provide an environment in which sensitivity, tolerance, acceptance, mutual respect, and genuine learning can occur, it is important that every member of the community recognize, understand, and display appropriate and sensitive behavior.

Discrimination and harassment of any kind is unacceptable behavior, and may include: (1) threatening actions or language; (2) use of sexually explicit language or materials; or (3) any comment that is derogatory relative to race, religion, sexual orientation, gender, culture, national origin, socioeconomic status, personal appearance, or the like.

Faculty, administrator, and staff members must maintain healthy, respectful boundaries and relationships with students at all times. Romantic or sexual relationships between GOA faculty or staff and students of any age, including students over the age of 18, are strictly prohibited.

Additional definitions and examples of unacceptable behavior:

- **Cyber-bullying:** Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the Internet. It includes, but is not limited to: e-mail, instant messages, text messages, and Internet postings, whether on a Web page, in a blog, or otherwise. Cyber-bullying may include, but is not limited to, any of the following kinds of behaviors: 1) taking a private email, instant message, or text message and forwarding it, or threatening to forward it, to others; sharing or posting it where others can see it to embarrass or intimidate a person; 2) spreading hurtful rumors online about another person; 3) threatening or insulting through aggressive emails, instant messages, or text messages; 4) posting, or threatening to post, embarrassing pictures of someone online without that person's permission; 5) creating a Web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.
- **Harassment or discrimination, including sexual or gender-based harassment:** Harassment or discrimination is defined as behavior that is pervasive or severe and has the purpose or effect of 1) creating an intimidating, hostile, or offensive environment; 2) interfering unreasonably with an individual's ability to participate in or benefit from the school's program; or 3) creating a situation where academic decisions of a student depend on the student's submitting to and/or not objecting to the behavior. Such behavior can occur between two people who are equals, such as student-student or between people with different levels of institutional power, such as supervisors and supervisees, or teacher and student. It also can be more generalized based on sex or gender stereotypes. Discrimination and harassment can take many forms. Examples include, but are not limited to: 1) limiting opportunities to participate in certain activities based on certain characteristics; 2) slurs, jokes, statements, remarks, questions, gestures, pictures, e-mails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's

characteristics or that promote stereotypes; 3) sexually suggestive, obscene, demeaning, or abusive commentary or sexually suggestive comments about a person's body or behavior; 4) sexual demands in exchange for favorable treatment, academic rewards, or continued participation in a program or project; 5) unwelcome sexual flirtation, advances, or requests for sexual favors.

- **Creating or nurturing a hostile environment:** A hostile environment is one in which discrimination, harassment, hazing, or bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.
- **Retaliation:** Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports discrimination, harassment, hazing, or bullying; provides information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself. Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, also will be protected from retaliation under this policy

Any student who feels that he or she has been subjected to unacceptable behaviors defined above should immediately report the incident or violation to his or her teacher, advisor, counselor, division director, or Site Director. If the student feels that he or she is not comfortable reporting the matter to any of these people, then he/she should report the matter to the Associate Director of Learner Experience.

The director, designated to take complaints, will initiate appropriate steps upon receipt of the complaint. Regardless of the source of the information or the avenue used to raise the issue, the complaint will be promptly and fairly investigated. At a minimum the investigation will include interviews with the person bringing the complaint and with the alleged offender. To the highest degree possible, allowing for a fair investigation, the school will treat all complaints in a confidential manner, disclosing information only as necessary to investigate and act on the information.

Reporting Unacceptable Behavior

Any member of the GOA community (student, faculty, staff, family, etc.) who witnesses or otherwise becomes aware of unacceptable behaviors or who becomes aware of retaliation against a student or adult who provides information concerning a violation of this policy is required to report it immediately to the Associate Director of Learner Experience and the home school Site Director. Members of the faculty or staff may not make promises of confidentiality to a student or parent who informs them of an allegation of sexual misconduct, harassment, discrimination, hazing, bullying, or

retaliation. Students and parents may make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report.

Reporting to Authorities

GOA, through the Associate Director of Learner Experience, will report all incidents of unlawful sexual misconduct, hazing, harassment, or bullying to appropriate law enforcement officials, as required by law.

Disciplinary Response

If it is determined that an individual has violated community expectations, GOA will take prompt corrective action. Because we are a school, at a minimum that action will include an educational component. We will advise the offender that his or her actions or language caused harm or humiliation. When deemed appropriate, GOA may request that the student's home school require the offender to obtain counseling or additional education. The nature of the corrective action will be commensurate with the nature of the offense and the frequency of the behavior, and the corrective action may include disciplinary sanctions up to and including termination of enrollment.

In all cases, violations will be reported to the Associate Director of Learner Experience and investigated. Investigations include consultation with the student's home school so that the online infraction is understood in the context of the whole student and the infraction is dealt with in a way that is consistent with home school policies. The Associate Director of Learner Experience will work with home schools to deliver appropriate consequences that can and will be enforced by the member school.

Depending on the severity of the infraction, the student may be placed on academic probation for a defined period of time and may receive other disciplinary sanctions, up to and including dismissal from the Academy. The student's home school will also respond to the infraction according to their own policies and procedures.

VI. Statement of Nondiscrimination

As an Equal Opportunity Employer [EOE], Global Online Academy does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, sex, sexual orientation, ancestry, gender identity or any other discrimination prohibited by law. This policy applies to all areas of student concerns (admissions, educational policies, financial aid and loan programs, and other school-administered programs) as well as to all areas of personnel/teacher concerns.