GALION ONLINE ACADEMY HANDBOOK

2021-2022

(last updated 7/15/21)

Online Academy Directory

High School 419-468-6500		
Learning Facilitator	Angie Gimbel	ext 12108
School Counselor (Last names A-L)	Amanda Courtright	ext 12005
School Counselor (Last names N-Z)	Amy Cline	ext 12004
Attendance/Registrar	Allison Kiss	ext.12006
Middle School 419-468-3134		
Learning Facilitator	Mira Zeisler	ext 13108
School Counselor	Gabrielle Carsey	ext. 13004
Attendance/Registrar	Melanie Wheeler	ext. 13006
Administrative Office 419-468-3432		
Superintendent	Jennifer Allerding	ext 11001
Director of Academic Support & Student Opportunities	Ron Williams	ext. 11002
Director of Instruction	Melisa Watters	ext 11004
Director of Technology	Veronica Rinehart	ext 11012
Director of Special Services	Cindy Parrott	ext. 11005

Participation

It is the belief of the Galion City Schools District that all students are unique and educational options must be provided to ensure students have a positive educational experience. It is our mission to help students in this program be successful by offering them an alternative learning environment.

Participation in the G.O.A. requires self-motivation, time management, and a desire to be successful. Acceptance to the Galion Online Academy will be based on annual student applications. As a condition of placement and continued enrollment in our Online Academy, students must remain in good standing by following procedures and practices addressed in sections that follow.

Student Expectations

Participants in the G.O.A. are afforded all the same rights and responsibilities as all students in Galion City Schools. R*efer to https://galionschools.org for complete details of each below:*

Rights
- participation in athletics
- participation in extracurricular activities
- school issued device (iPad/charger/bag)

Responsibilities
- class fees & technology premium
- community service requirements
- state testing - students are required to be in the building for:
  - ACT - for all juniors
  - End of Year State Tests
- immunization requirements
- following the student handbook
- graduation requirements
- signed Final Forms https://galion-oh.finalforms.com
- check email / messages / announcements on a regular basis
- communicate with facilitator when support is needed
- alert the guidance department if you plan to participate in:
  - marching band
  - varsity sport
  - college athletes

Instruction / Access to Courses

Schedules
All courses will be scheduled through our school counselors to ensure all graduation requirements are being met. Changes to schedules may only be made at the beginning of the semester. Exceptions will be made for medical reasons if proper documentation is provided. Students transferring into the district may be accepted into the G.O.A after a review of the student's transcripts and school records are completed by the counselors and administration.

Courses are accessed through the website N.O.V.A at https://galion.schoolsplp.com.
- Students will login with the student email address and password
  lastname.firstname@stu.galionschools.org and ***gal(lunchcode)***
- Students will see notifications/messages from facilitator

In addition, students should use https://galion.agilixbuzz.com/
 to see an alternative view of their courses. Here they will use a checklist format to view course lists.

Retakes
- Lessons may be retaken as many times as needed. This may help your grade but will not affect your progress.
- Quizzes/Tests are permitted to be retaken 1 time. The highest score will be recorded.
  - If additional attempts are needed, you must contact the facilitator.

Grades
- The District grading scale will be used for online classes and grades will be determined at the end of each semester. (Semester 1 encompasses Quarter 1 & Quarter 2 on the district calendar and Semester 2 encompasses Quarter 3 & Quarter 4)
- For athletic eligibility, the student must be passing at least five courses with at least 50% progress at the end of the first and third quarters.
- Will follow policy regarding plagiarism as stated in each building's student handbook
- Credit Recovery Courses are graded Pass/Fail.
  - 60% is required to pass.
  - Part A will refer to Semester 1 and Part B will refer to Semester 2
  - BOTH Part A and Part B must be passed to get credit

Student Support
- Students may be asked to attend one-on-one or small group support sessions to address academic needs either virtually via Zoom or in-person.
- Students on IEPs/504s will be assigned to an Intervention Specialist who will monitor progress and give support as needed.

Progress/Attendance

Progress will be monitored weekly and will be used to track attendance. Students are permitted to work ahead of schedule if desired. If a student is unable to complete sufficient weekly progress, the building attendance secretary and the facilitator should be notified. Lack of progress due to unexcused absences may result in truancy being reported. The same guidelines for excused/unexcused absences will be followed as described in each building's student handbook.

Expected weekly progress is usually 5%-7% depending on which assignments are due, start/end date, and/or if the student is taking credit recovery. Typically, one hour of recorded learning per day, per course is required to make progress.
- Students will be able to monitor their own progress by viewing the progress bar within N.O.V.A.
  - Green is the indicator that sufficient progress is being made.
  - Yellow/ orange indicates below expected progress and will result in marked absences.
- Failure to complete coursework will affect:
  - eligibility for extracurricular activities/athletics
  - course grades/transcripts
  - class rank
 - ability to meet graduation requirements

Plan for success is as follows:
- Level 1 Green = Steady progress is being made
- Level 2 Yellow = Two weeks with adequate progress not being made - Verbal contact to parent will be made
- Level 3 Orange = Three weeks with adequate progress not being made - The student may be required to come into the building for a minimum of half days until they are caught up and then can return to at-home learning
- Level 4 - Red = Two weeks at Level 3 Orange without adequate progress and/or failing - The student will come to the building until the course is finished and/or the student may be evaluated by the facilitator and administrator to determine potential of removal from the G.O.A. and placement in the classroom.

Caregiver Contact & Responsibilities

Parents/caregivers may see their student's grades and progress at any time using the students' username and password and clicking the parent box upon sign in. Parents will be notified weekly to inform them when their child is not achieving the minimum levels of progress.

- Parents/caregivers maintain updated information in Final Forms
- Parents/caregivers maintain open lines of communication
  - let the facilitators know of concerns or issues as soon as possible
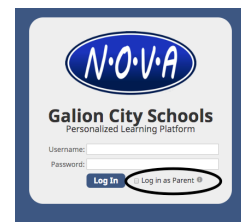
Holidays/Calamity Days

In all cases online students should use their best judgment based on their own progress as to when they work on assignments. Online students are not expected to, but are not prevented from working on assignments on the weekends or scheduled school breaks or holidays.

Due to the nature of online learning being self-paced and off campus, the Galion Online Academy does not follow the typical calamity day policy. However, if the online student was scheduled to be in the building on a calamity day, the student should remain at home.

Communication

G.O.A. students and families will continue to receive district calls via our School Messenger system and text messages through the Remind App. Facilitators will use the notification tools within N.O.V. A., as well as, email via Final Forms and personal phone calls.

Students are encouraged to actively participate in the buildings' Canvas courses to view additional building announcements.