DUKES Digital Academy

MARLINGTON ONLINE SCHOOL

Handbook 2024-2025

DUKES Digital Academy
MARLINGTON ONLINE SCHOOL

MARLINGTON HIGH SCHOOL
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BOARD OF EDUCATION

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Mrs. Renee Kaley, Curriculum Director
Mr. Robert Foss, Treasurer
Mr. Nick Evanich, Pupil Services Director

DEAR STUDENTS AND FAMILIES,

Welcome to Marlington Local Schools' online learning program, Dukes Digital Academy. We are excited about this program and look forward to working with you as you embark on a new journey in education. This is a tuition-free program for grades 6-12. In Marlington Local Schools, we strive to provide a High Quality Education with the expectation that ALL children will succeed. One of the ways we accomplish this expectation is by providing additional curriculum options for personalized learning opportunities. We believe that our online school will give your child a new opportunity to succeed.

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

- Receive monitoring and assistance (in person when necessary) provided by highly qualified teachers.

- Attend school in a supervised, semi-private computer lab setting on the Marlington campus or complete his/her online assignments at home.

- Receive individual attention and tutoring on a regular basis.

- Participate in all Marlington Local Schools' extracurricular activities including athletics, clubs, band, choir, theater, etc.

- Receive a Marlington High School diploma upon graduation.

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

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

Sincerely,
Erick Cyders
Dukes Digital Academy Director
330-823-1300
e_cyders@marlingtonlocal.org

STUDENT CODE OF CONDUCT

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

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

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

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

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

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

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

Falsification and/or misrepresentation of data.

Computer crimes – Damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.

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

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

Loss of grade points.

Disciplinary action in accordance with local school or district policy.

Removal from the course or program.

Failure to receive credit for the course.

Students in the Dukes Digital Academy program are welcome to attend a computer lab on campus to complete coursework and receive help from the Digital Academy Director. To ensure an appropriate climate for teaching and learning, students must adhere to the Dukes Digital Academy computer lab rules set forth on the next page.

ON SITE POLICIES AND PROCEDURES

When students come to work on-site at Marlington High School, they must come prepared to work on their online coursework. Upon arrival, students must check in with the Digital Academy Director and then check out before leaving the building. When a DDA student is in the building, they must follow all building/classroom policies and procedures.

DRESS CODE

Students will be required to follow Marlington Local Schools Board Policies regarding the dress code when attending the in-school Dukes Digital Academy Internet lab.

ENGAGEMENT POLICY/CONTRACT

As an orientation to Dukes Digital Academy courses and procedures, newly enrolled DDA students must be in attendance at the Dukes Digital Academy every day for a two-week period of time. This is called the "Acclimation Period" in which students will learn to pace themselves in their work and find success in an online learning environment.

After this acclimation period, the students may have their required lab attendance days reduced if they have shown they are able to navigate through their courses and remain on pace with the coursework. The number of days the student is required to report to the lab each week will be determined by the DDA Director. The DDA Director will determine which day(s), and how many days, each student will need to report.

In addition to the acclimation period, all full time DDA students must report to school in-person for one week at the beginning of each grading period. The specific dates and times to report will be communicated with you by the DDA Director prior to the start of each new grading period.

If at any point a student falls behind in their coursework, according to their pacing guide, the student will be contacted by the Dukes Digital Academy Director. After this contact, students will be expected to come in to school within 2 to 3 school days. The Dukes Digital Academy Staff and the student will set the schedule for the student to be in attendance at school. Students will be expected to maintain this schedule until they are back on pace with their pacing guide.

The Dukes Digital Academy Director will continuously monitor progress to determine your weekly schedule.

Students are required to check-in with the Dukes Digital Academy Supervisor on a daily basis via video conference, email, phone call or in person. This is the student's responsibility.

Students who are habitually off pace with the pacing guides run the risk of losing the privilege to work from home. Dukes Digital Academy reserves the right to require in-person attendance for repeated and continuous failure to complete work off site.

SUSPENSION AND EXPULSION POLICIES

Students learning in an online classroom have the flexibility to complete their assignments when it is most convenient to them. However, Dukes Digital Academy students must maintain progress in their academic endeavors and communicate regularly with their teachers.

Although much of the school year may be spent in an online environment, there may be occasions during which a student will be in the presence of other students and staff members at school or at school-related activities. Whenever behavior interferes with the learning environment or violates Marlington Local Schools Board Policy, consequences will result.

Reason for suspension and possible expulsion may include the following:

- Any repeated offenses for which the student has been previously suspended
- Excessive absenteeism
- Truancy
- Misusing or vandalizing school property, including technology
- Disruption of school or school-related activities
- Threatening or intimidating students or staff
- Sexual harassment
- Removing or altering official school documents or records
- Assault
- Immoral acts
- Bomb threats or threats of violence directed towards students or staff
- Violation of the school Acceptable Use Policy
- Possession of deadly weapons at school-sponsored functions
- Cheating or plagiarism
- Violating Computer Usage Contract

SUSPENSIONS AND EXPULSIONS WILL FOLLOW MARLINGTON LOCAL SCHOOLS BOARD POLICIES.

ATTENDANCE AND PARTICIPATION

Upon Enrollment to the Dukes Digital Academy Program, students must be committed to their online learning by following all DDA policies. All DDA students must be able to manage their time properly and participate in their online courses regularly.

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

DUKES DIGITAL ACADEMY ATTENDANCE REQUIREMENTS

Marlington Local School District attendance requirements will apply to students enrolled in Dukes Digital Academy. Students will be expected to engage with their DDA facilitator during normal school hours for daily check-ins and support.

Daily attendance requirements for Dukes Digital Academy students:
1. Students should login to Schoology everyday before starting their online courses for updates and announcements.
2. Students must work and show progress in their online courses each school day.
3. Students must check-in with their Dukes Digital Academy facilitator each day.

Dukes Digital Academy facilitators will have daily check-in conferences with students. These daily check-ins will be a live video chat. The conferences will take place at a set time everyday during regular school hours.

Students will have access to their online courses 24 hours a day, 7 days a week and will be required to meet weekly progress goals. These progress goals are monitored weekly and necessary for students to stay on track in their online courses.

1 If there is a failure to complete the expected number of assignment(s) within a period of seven (7) days, the Dukes Digital Academy Director will make a phone call to the student/parent/guardian informing them that the student is behind and to check if there is a problem. The student must attend the Dukes Digital Academy computer lab until all past due assignments are completed (see the engagement policy above).

2 If a student who was called does not attend the lab the following week, as directed, and all work is still not completed, the parent will be notified again. This will count as another 5 days of unexcused absences.

3 If, after 2 weeks, the student is still not in attendance and absenteeism continues, Dukes Digital Academy reserves the right to contact a Truant Officer. It is the parents' responsibility, under the law, to see that children are in regular attendance, including students enrolled in online learning, whether at school or at home. It is imperative that PARENTS assist in monitoring their child's attendance in school.

4 Excessive absences may result in the student's removal from the Dukes Digital Academy program.

5 All decisions by the Dukes Digital Academy Director are final.

ATTENDANCE REQUIREMENTS FOR COURSEWORK AND ASSESSMENTS

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

Throughout the school year, in all grade levels and courses offered, there will be assessments such as quizzes, exams and final exams. Completion and results of these assessments will account for a student's nine-week grades and final grades. Typically, quizzes occur more frequently and will count for a smaller percentage of a student's grade. Depending on the course, exams (section, midterm, and/or final exams) may occur about 5 to 6 times during the school year. These grades typically are weighted more heavily and will account for a higher percentage of the student's overall grade. To ensure that a student's grades are a true reflection of what they have learned, and to discourage dishonest practices, the following requirements are necessary:

• Even though tests and exams may be taken online, ALL tests and exams must be completed in person, by the student, during regular school hours.

STATE TESTING

● Students in DDA are required to participate in all state testing assigned to their grade level and/or course assignment.

PACING GUIDE FOR COURSE COMPLETION

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

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

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

● Approximately 26-28 hours per week
● Approximately 250 hours per each 9 weeks
● Approximately 500 hours per semester
● Approximately 1001 hours per academic year per Ohio Department of Education requirements for students in grades 7-12.

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

RETAKING CLASSES AND CREDIT RECOVERY

If a student falls behind in a class, they will be placed on probation and required to complete their work in person at Marlington High School. When a student fails an online course they may be put back into a traditional class for that course. Failed classes that are required for graduation will have to be retaken as a credit recovery class. Marlington Local Schools' credit and grading policies apply to credit recovery classes. All credit recovery fees will apply.

GRADES, REPORT CARDS, PROMOTION, CREDITS AND GRADUATION

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

Dukes Digital Academy uses the grading scale adopted by our district:

Point Symbol	Percent Range	Value
A	90-100	4.000
B	80-89	3.000
C	70-79	2.000
D	60-69	1.000
F	0-59	0

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

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

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

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

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

COMPUTER AND ONLINE SERVICES

Student Technology Acceptable Use and Safety Policy

Technology has fundamentally altered the ways in which information is accessed, communicated and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the vast, diverse and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/ apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State and Federal laws, the District's educational mission and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct all govern students' use of District Technology Resources and students' personal communication devices when those devices are connected to the district computer network, district internet connection, and/or utilizing district-owned online educational services/apps. These policies also govern students when they are on district-owned property or at a district-sponsored activity.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space and printers. Users have no right or expectation to privacy when using the District Technology Resources (including, but not limited to, privacy in

the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection.

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Network Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e¬mail, chat rooms, social media and other forms of direct electronic communications
2. the dangers inherent with the online disclosure of personally identifiable information
3. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online
4. unauthorized disclosure, use, and dissemination of personally¬identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school¬related electronic communications, including those to staff members, peers and individuals and/or organizations outside the District with whom they are communicating for school¬related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school¬assigned email account when signing¬up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources ¬ i.e., behavior comparable to that expected of students when they are in classrooms, school hallways and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines. The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Tools and Equipment

Marlington Local Schools will provide each student with the tools and/or equipment needed for participation in Dukes Digital Academy when the student is completing coursework at school. The equipment shall not be abused, misused or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse or disassembly and agree to abide by appropriate disciplinary actions. If a student chooses to use a school-issued iPad to complete their online classes at home, all applicable fees and charges must be paid prior to taking the device home.

SERVICES

Gifted Services

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

Special Education Services

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

PARENT/GUARDIAN AND FAMILY COMMITMENT

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

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

☐ Require my child to abide by all the policies and regulations of the Marlington Local Schools and Dukes Digital Academy Student Code of Conduct. I have received the Dukes Digital Academy Student and Family Handbook.

☐ Ensure that my child is prepared for school by making sure he/she had a good night sleep, is clean and ready to make good effort at school.

☐ Ensure that my child understands and complies with Dukes Digital Academy Attendance Policies.

☐ Work with my child to complete all homework assignments. I understand that assignments are due every Friday by 3 p.m. In addition, I will ensure that my child has good school attendance. School attendance includes: complete daily/weekly online assignments, attend school to complete exams, attends/completes mandatory test prep and completes other district/state required testing. I understand that if my child has not turned in the assignments within a period of seven (7) days, he/she will be required to attend school on-site until all past due assignments are completed.

☐ Help my child study and prepare for exams.

☐ Maintain open and on-going communication with the school (including telephone calls about my child's attendance) and be available to meet with the staff to discuss my child's progress and absences.

☐ Provide transportation for my child to and from school if he/she is completing work at MHS.

☐ Support the school, principal/director and teachers in their efforts to help my child be successful.

_____
 Name of Student

_____   _____
 Parent/Guardian Signature   Date

_____   _____
Dukes Digital Academy Director   Date

STUDENT LEARNING AND BEHAVIORAL CONTRACT

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

☐ I, _____(student) hereby agree that I am responsible for my own learning. I understand that in order for me to be successful, I must work hard and complete all my work on time and on a daily/weekly basis.

☐ I will respect myself, parents, teachers, and principals and I understand that if I violate Marlington Local Schools and Dukes Digital Academy policies, I may be suspended, expelled or removed from the program.

☐ My parents/guardians, Dukes Digital Academy teachers and principal/director are committed to helping me become a successful student and responsible citizen. Therefore, if I am having difficulties with my assignments, I will immediately ask my parents/guardians and teachers/principal for assistance. I will complete daily/weekly online assignments, attend school to complete exams, attend/complete mandatory test prep and complete other district/state required testing. I understand that if I violate attendance requirements, I may have to attend school on-site in a structured setting.

☐ I have received a copy of the Dukes Digital Academy Student and Parent Handbook. I understand and agree to comply with all policies set forth, and I will return any loaned equipment at the end of the school year.

_____   _____

Student Signature   Date

_____   _____

Dukes Digital Academy Director   Date