

2017 - 2018

Massillon Digital Academy Handbook



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MDA Executive Director..... Dr. Amy B Hollingsworth
MDA Treasurer.....Mrs. Sandra Moeglin
MDA Lab Coordinator.....Mrs. Kristen Wenum
MDA Counselor.....Mr. Derrick Mayle
MDA Attendance OfficerMr. Tim Wolf



MASSILLON DIGITAL ACADEMY

Dear Parents/Guardians and Students:

As the Executive Director of the Massillon Digital Academy (MDA), I want to welcome you to our school. The primary goals of MDA are to provide a quality education and an engaging curriculum to students, regardless of their diverse needs or backgrounds. We strongly believe that all students can be successful in our school.

As you may be aware, MDA is an alternative delivery method from the traditional brick-and-mortar classroom. MDA is available to any student in Massillon, or its contiguous school districts. MDA is sponsored and supported by Massillon City Schools and its Board of Education. All teachers at MDA are state-certified, highly-qualified in the State of Ohio, and committed to meeting the needs of their students.

MDA offers students flexibility to participate in courses whenever they can be most productive - the curriculum is available online, 24 hours per day, 7 days per week. **Students must work a minimum of five and a half hours a day, five days per week, to complete the assignments in each of their courses and to be counted as “Present” for their attendance record.** In order to be successful, students need to be responsible and self-motivated. Parental involvement and monitoring is vital to the success of our students.

Our curriculum is aligned with the Ohio’s Learning Standards, and is designed to prepare you for Ohio’s AIR Assessments. Whether you are preparing to take the OGT or the ACT, MDA can assist you in your preparation. If you have not passed your state tests, MDA can offer you interventions to help you pass.

Students at MDA are required to attend an orientation meeting with their parent/guardian, when they enroll in the program. Students must also complete an initial 20 classroom hours in our computer lab. This is to ensure that students know how to navigate the system, find their online courses, complete their work, and learn online, from home. If a student needs tutoring or face-to-face help, study sessions in our lab are available daily from 8:00 AM-3:00 PM. All of our students can achieve academic success.

If you have any questions or concerns, please contact our office by phone or email. We look forward to learning with you.

Sincerely,

Dr. Amy B Hollingsworth
Executive Director, Massillon Digital Academy

MASSILLON DIGITAL ACADEMY

MISSION STATEMENT

The Massillon Digital Academy's mission is to facilitate student learning by combining state-of-the-art online curriculum and instruction, with access to local school resources that complement instruction and prepare students to become lifelong learners and productive citizens.

GOALS

1. Provide the opportunity for all students in grades 4-12 to acquire the knowledge, skills and judgment required to be successful in life and the workplace.
2. Provide a learning environment that encourages and fosters parental involvement, independent thinking, and self-motivation.
3. Provide all students with the knowledge to successfully meet the standards and testing requirements established by the Ohio Department of Education.
4. Provide an educational option for those students that have not been successful in the traditional classroom setting.

MASSILLON DIGITAL ACADEMY
OFFICE CONTACT INFORMATION

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MASSILLON DIGITAL ACADEMY

TEACHING STAFF CONTACT INFORMATION

| | |
|---|--|
| Ms. Jessica Harding Math (7-8), Algebra 1 jharding@massillonschools.org | Mrs. Monica Erichsen Math (9-12) merichsen@massillonschools.org |
| Mrs. Stephanie Hatheway English (10 &12) shatheway@massillonschools.org | Mr. Klifton Scott Art: Art Appreciation kscott@massillonschools.org |
| Ms. Ann Palaski HS Science apalaski@massillonschools.org | Ms. Megan Ridgley Gr. 7-9 Science mridgley@massillonschools.org |
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| Mr. Josh Sykora Elementary (K-6), Soc Studies & Math (7-8) jsykora@massillonschools.org | Mrs. Laura Wolf HS English lwolf@massillonschools.org |
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| Ms. Darcy Huffman Phys Ed & Health (8-12) dhuffman@massillonschools.org | Mr. Mark Green Social Studies/Government/Economics magreen1973@gmail.com |
| Consortium teachers - Contact Mr. Mayle or Mrs. Wenum for more information Spanish | |

Massillon Digital Academy Handbook

Massillon Digital Academy is an online, e-school and is available to all students in grades 4-12 that reside in Massillon City School District and contiguous school districts. This handbook contains important information for both parent/guardians and students.

Parent/Guardians Right To Know

Parent/Guardians have rights in the school system to know about their student's educational experience. This includes the qualifications of the staff, and the ability to review educational materials and content provided by the school district. Parent/Guardians may request to view any public records regarding staff or curriculum.

The MDA Board of Education recognizes and values parents and families as the decision-makers of their student's education. The board understands that student learning is more likely to occur when there is an effective partnership between the school and student's family.

MDA is in compliance with the Ohio Department of Education and the State of Ohio rules/laws and regulations.

The Superintendent shall, in consultation with parents, develop a procedure addressing the rights of parents/guardians to a timely response in reviewing instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

Dissemination of Grades

Student Interim reports and Nine Weeks Grades will be mailed to parents as detailed on the annual school calendar. Interim reports are the halfway point of student progress during a nine week grading period. Each grading period is shown on the school calendar and is approximately 40-44 days. Parent/Teacher conference dates are also listed on the school calendar. We encourage all parents and students to take advantage of these opportunities to understand student's strengths and areas of need. Parents/guardians may call Massillon Digital Academy from 8:00 AM to 3:00 PM anytime during the school year to set up appointments with school staff members.

Students' State Assessment Information and results will be mailed to parents/guardians in a timely manner, as soon as made available to the school. The information regarding results depends on when state assessments are administered during the school year or summer. Parent reports will be sent home via mail.

Massillon Digital Website Access

Massillon Digital Academy website may be found on the Massillon City Schools Webpage: www.massillonschools.org. Massillon Digital Academy is listed under the "Schools" Tab. Information regarding the school and school forms, activities, enrollment information, and meetings may be found on the website.

Massillon Digital Academy Enrollment Policy

The Massillon Digital Academy (MDA) is a nontraditional school sponsored by the Massillon City School District. The goal of the MDA is to serve at-risk students who are not meeting Ohio's Learning Standards in the traditional educational environment. MDA is classified as a "Dropout Prevention School" to support students who are experiencing difficulties or need additional support than in the traditional school setting. The MDA is an online community school for students in (Grades 4-12) that requires students to learn independently in their own homes by using online educational programs. All students have access to academic support by attending the MDA classroom lab that provides daily tutoring from 8:00 - 3:00 PM.

The following descriptions define the phrase "at-risk" and categorize the students who are eligible to enroll into the Massillon Digital Academy.

- Students who are performing below grade level and who wish to focus their education on an independent online course of study in collaboration with online instructors.
- Students who have been removed from school for disciplinary reasons but who are committed to and capable of regaining their focus on academic pursuits in an independent online instruction program that is delivered to their homes.
- Students who have been truant to school or have a difficult time attending school due to certain circumstances.
- Students who are already successfully learning at home, but whose home schooling program is becoming hard to keep up with, or need curriculum materials to support assignments.
- A student who experiences a unique social schedule or may be transient and in need of an educational program that is portable and reliable.

When enrolling your student into the Massillon Digital Academy, the custodial parent or legal guardian must be able to provide the following:

- Completed application form, special needs form, and EMIS form
- Complete academic transcript: all grades, credits earned; standardized test scores; most recent report card
- Copy of birth certificate
- Copy of Social Security card
- Proof of residence: a copy of an invoice or bill with name and address or, a renter's agreement (lease) or house mortgage.
- Copy of Immunization/health records
- Copy of custody papers (if applicable)
- IEP and MFE (if applicable)

After the completion of the MDA orientation, parents will officially withdraw their student from their previous school by making an appointment with the school secretary. During this appointment parents will fill out all the necessary paperwork for withdrawal and pay all of their student's fees and fines. Students are to be present during this meeting and will clean out his or her locker and return all of their textbooks to their home school. Any other material owned by the Massillon City Schools should also be returned at this time.

Massillon Digital Academy

Student Participation And Attendance

Massillon Digital Academy is available to all students in grades 4-12 that reside in Massillon City School District and contiguous school districts.

The MDA student must be self-motivated and have the ability to learn independently. The student must enjoy reading, researching, and problem solving. Without these abilities or interests success in the digital academy will be difficult.

Students and parents are expected to communicate with MDA administration and staff on a regular basis. Students are required to attend face-to-face meetings for orientation hours (20), I.E.P. meetings (if applicable), and standardized testing. Other circumstances may warrant face-to-face attendance at the school. We welcome parents to join us at any time for explanations, conferences, or assistance. All of these meetings will take place on Massillon City School property.

For a typical class, a student needs to plan approximately 5.5 hours per day to stay on track with assignments. It is the responsibility of the student to contact MDA staff to keep them informed of the student's progress. If a student has a question or a need, they need to make that need known by communicating with MDA staff right away.

Here is a pace chart MDA students should follow for the school year:

- Approximately **27.5 hours per week**
- Approximately **230 hours each 9 weeks** (each quarter)
- Approximately **460 hours per semester** (2 quarters)
- Approximately **921 hours per academic year**

Student Learning Hours

MDA students will have access to classes 24 hours per day, 7 days per week. In order to be successful in the MDA, each student must accumulate the necessary amount of student learning hours throughout the school year and continue to have meaningful contact with their teachers each week.

Student learning hours may include:

1. Activities on the computer that are assigned through the assigned content ex. (Edmentum-PLATO, Florida Virtual Content, Acellus or other) or by searching the Internet for school assignment purposes.
2. Activities on the computer that are assigned by MDA teachers (i.e. projects, presentations, word processing documents, etc.).
3. Activities off the computer, such as reading a novel, written works, or completing hard copy worksheets. Also hours may include: completing models/projects, doing research, brainstorm writing/planning (writing process), taking notes/outlining.
4. Co-curricular activities pre-approved by your MDA teacher. (such as for PE)

Massillon Digital Academy

Attendance Policies (Continued)

It is the parent's' responsibility, by the law, to see that their children are attending school on a daily basis. This law is still in effect for students enrolled in digital academies as well. Attendance in the MDA is defined as:

1. Completing the "appropriate" number of learning hours weekly (25.6 hours per week)
(approximately 920 hours per school year)
2. Weekly, meaningful email contact with each of the student's teachers (each student should know their teachers' office hours)
3. There are no excused Sick Days for Digital Students. Students must make-up their hours sometime during the next few days after their absence.
4. Students may not claim more than 10 hours of work in a 24 hour period.

A meaningful contact is defined as one of the following:

1. Completing or submitting an assignment/lesson/project online
2. Asking the teacher pertinent questions about a particular assignment
3. Attending study sessions in the MDA Lab classroom
4. Receiving online or phone support regarding learning objectives/assignments

Truancy is defined by being absent from school without a valid excuse. Students are expected to log into their curriculum everyday. Having more than 20 days (105 hours) of unexcused absences and/or being truant is in violation of the MDA's attendance policy. MDA does follow all STATE Laws regarding attendance and truancy. HB 410, effective in April 2017, mandates schools to implement an attendance intervention plan when a student meets the following absences: "Habitual Truant"

- 30 consecutive hours
- 42 hr. in one month
- 72 hr. in one year

The intervention Plan will include:

1. Phone call home and an appointment set to meet with the parent/guardian and the school officials to discuss the barriers to school attendance and lack of academic success.
2. A Letter mailed or hand delivered, home visit, to set up a conference if phone contact is unsuccessful
3. Plan for Success will be constructed with input from Intervention Team, Parent/Guardian and Student based on information gathered from the meeting. Plan will include: goals, timelines, responsibilities, and indicators of success, evaluation timeline for the 60 day plan.
4. Evaluation of the Plan's success based on the timeline will determine next steps including a decision made if charges will be filed with Stark County Juvenile Court

(ORC 3314.03(A)(11)(f)) **Ohio Law**

Grade promotion and Retention Policy: Massillon Digital Academy prohibits the promotion of a student to the next grade level if the student has been truant for more than 10% of the required attendance days of the current school year and failed two or more of the required curriculum subject areas, unless the student's principal and teachers of any failed subject areas agree the student is academically prepared for the next grade level.

Automatic Withdrawal

The Ohio Revised Code requires the Massillon Digital Academy to automatically withdraw a student from school if the student fails to participate in school activity for one hundred five (105) cumulative hours; or who has *failed to participate in the annual administration of any required assessment for two consecutive school years.*

(ORC 3314.26)

Any student who does not participate for one hundred five (105) cumulative hours (approximately 20 days) will be automatically withdrawn from the Massillon Digital Academy. The parent/guardian of the student will be notified by phone or as a last resort, by a letter sent by US Mail. The parent/guardian and student must return all issued equipment within 10 business days of the withdrawal date and immediately enroll the student back to their original home school.

Massillon Digital Academy

Curriculum

The Massillon Digital Academy uses Edmentum Learning Software and Courses Purchased from Florida Virtual School/e-Dynamic, or other approved as sources of curriculum for grades 7-12. Edmentum courses may also be used for credit recovery. Other software, like keyboarding, music, art and Ohio Graduation Test (OGT) Prep/End of Course Test Prep, is also available for MDA students to take. Students in grades 4-6 will use Acellus or other appropriate courseware for their content/curriculum.

Each MDA students schedule for the school year will include Language Arts (English), math, social studies, and science. Physical education, health and other electives will be available for students depending on their grade level. Middle and high school students must be enrolled in a minimum of five courses the entire school year. MS and HS students will also follow our Career Advising Plan and be enrolled in Career Exploration Course.

All MDA courses include online assignments that are divided into four quarters. These courses all have offline quizzes, semester exams, and final exams that will be completed in the MDA Orientation room. Some of these courses assign students offline worksheets and projects that must be completed and then turned-in to be graded. All offline assignments will be collected in the MDA Orientation room and then delivered to the appropriate teacher to be graded.

Students are required to keep LOGS of all offline hours that are not tracked by the software company/LMS. These logs should be signed by school staff for verification.

College Credit Plus (CCP)

ORC 3314.03(A)(11)(d)

The School allows students to participate in College Credit Plus to the extent permissible under the law.

MDA follows all Massillon City School district policies/procedures for College Credit Plus.

OAC 3333-1-65.2. MDA offers eligible students the opportunity to participate in the College Credit Plus program. Information on how to participate in the program, is available through our guidance department and school website. Information will be discussed at parent orientation meeting when the student is enrolled.

Standardized Tests

MDA students are required to take Ohio state mandated tests during the school year. Students and parents will be notified in advance as to when these tests will be administered. MDA students will report to MDA Orientation room on the day of the test on time and expected to give 100% effort on passing their test.

According to Ohio Law (ORC 3314.03(A)(11)(f), ***Failure to participate in state mandated testing for two consecutive years is grounds for dismissal from the school.

Dissemination of Grades and State Assessment Information

Student Interim reports and Nine Weeks Grades will be mailed to parents as detailed on the annual school calendar. An Interim report is the midpoint of student's progress during a nine week grading period. Each grading period is shown on the school calendar and is approximately 40-44 days. Parent/Teacher conference dates are also listed on the school calendar. We encourage all parents and students to take advantage of these opportunities to understand student's strengths and areas of need. Parents/guardians may call Massillon Digital Academy from 8:00 AM to 3:00 PM anytime during the school year to set up appointments with school staff members.

Students' State Assessment Information and results will be mailed to parents/guardians in a timely manner, as soon as made available to the school. The information regarding results depends on when state assessments are administered during the school year or summer. Parent reports will be sent home via mail.

Fees And Fines

The Massillon Digital Academy or the Massillon City Schools will keep a record of fees and fines for all students who damage, lose, or neglect to return any materials or equipment owned. Student records and/or transcripts will not be released if the student has outstanding fees and fines.

Seniors expecting to graduate will not participate in graduation ceremonies or receive their diploma without paying their fees and fines in full.

The following items may be issued to students to use during the school year:

- Computer equipment, unless the offer is declined (monitor, hard drive, keyboard, mouse)
- Textbooks, computer bag, internet jetpack
- Novels

If a student withdraws from the Massillon Digital Academy or at the end of the school year all of these items must be returned in the condition they were issued or fines may be applied.

The student/parent/guardian is financially responsible for damages to issued equipment and materials.

Massillon Digital Academy

Classroom Expectations

Punctuality/be on time: the learning lab is open from 8:00 - 3:00; Monday through Friday.

Atmosphere or room quiet: Keep the learning environment appropriate so other students can study and work.

Computer respect: Each computer has an assigned number and space. Be careful not to damage equipment. Damaging equipment will require student's payment.

Responsibility/Accountability: Follow directions. Do your best. Show respect to the teacher and other students. Sleeping in class is not acceptable behavior.

Materials: Students are expected to provide their own pens, pencil, paper, and calculators.

Absences: When absent, call Mr. Mayle (ext. 50151) or Mrs. Wenum (ext. 50142). Absences require a doctor's excuse and note from parent or guardian.

Dress code: MASSILLON CITY SCHOOLS dress code in effect.

Internet Surfing: Students should work on their assigned content during study hours in the lab.

Respect toward students/staff: Students should respect all students and staff. No disrespect will be tolerated. (PLEASE see Disciplinary policies pg. 17-29 for more details)

1. A student shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student for purposes of initiation or acceptance into any group.
2. A student shall not act so as to intimidate, degrade, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body. No person shall engage in any type of harassment of any other person. "Sexual harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, the use of lewd, obscene, or suggestive language, the use of sexually explicit or suggestive drawings, pictures, or written material, or any other conduct which is sexually oriented and which is intimidating, degrading, embarrassing, or objectionable to any person affected by such conduct. This includes any type of racial, religious, cultural harassment that would intimidate, degrade, insult, or otherwise abuse, orally or in writing.

Massillon Digital Academy

Grading

Each MDA instructor has a unique method of calculating his or her student grades. A combination of online assignments, offline worksheets, quizzes, projects, and finals are all averaged together to come up with your final grade for each course.

At the orientation meeting, each student will receive an introductory letter from each one of his or her teachers. This letter will list their teacher's office hours, explain what is expected of them over the course of the school year, as well as tell how the grading system is set up. Hopefully these letters will be helpful and serve as a good reference for each student.

Here are the two formulas used by our staff members to calculate semester and final grades for middle school and high school students.

All semester grades will be calculated as follows:

$$\begin{array}{ccccccc} 1^{\text{st}} \text{ Quarter Grade} & + & 2^{\text{nd}} \text{ Quarter Grade} & + & \text{Semester Exam} & / & 5 \\ = & & & & & & \\ \text{(doubled)} & & \text{(doubled)} & & \text{(single)} & & \end{array}$$

All final grades will be calculated as follows:

$$\begin{array}{ccccccccc} 1^{\text{st}} \text{ Quarter Grade} & + & 2^{\text{nd}} \text{ Quarter Grade} & + & \text{Semester Exam} & + & 3^{\text{rd}} \text{ Quarter Grade} & + & 4^{\text{th}} \text{ Quarter} \\ \text{Grade} & & & & & & & & \\ \text{(doubled)} & & \text{(doubled)} & & \text{(single)} & & \text{(doubled)} & & \text{(doubled)} \\ + \text{ Final Exam} & / & 10 & = & & & & & \\ \text{(single)} & & & & & & & & \end{array}$$

4.0 Scale

| | |
|---|---------|
| A | 4.0-3.6 |
| B | 3.5-2.6 |
| C | 2.5-1.6 |
| D | 1.5-0.6 |
| F | 0.5-0 |

Percentage Scale

| | |
|---|--------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

K-2 Scale

| | |
|----|-------------------|
| O | Outstanding |
| S | Satisfactory |
| NI | Needs Improvement |
| U | Unsatisfactory |

In order for a student to pass a course or earn credit for it, they must earn a 0.6 or higher by passing a minimum of two quarters.

Massillon Digital Academy

Policies

1. MDA students are required to attend an informational orientation meeting accompanied by their custodial parent or legal guardian. MDA students may be required to complete individually assigned online hours in the MDA orientation room before a computer is signed out to them. The MDA staff will determine the extent of initiation based on each individual's knowledge and efforts.
2. MDA students have the opportunity to attend weekly/daily study sessions in the MDA orientation room. Some students may be required to attend study sessions due to poor performance or lack of effort while at home working online.
3. MDA students have the opportunity to recover previously failed courses through the PLATO credit recovery program.
4. MDA students are allowed to enroll in the Massillon City Schools Summer School program held during the months of June-August. Cost is determined by Massillon City Schools.
5. While students are enrolled in the MDA, they will receive access to the internet via jetpack from Verizon. There will be no fees linked to this Internet service. The use of this Internet service is for academic purposes only by the MDA student. When the student withdraws or is removed from the MDA this service will be cancelled and all equipment will be turned in to MDA staff.
6. All parents and students must take responsibility for appropriate use of the school-provided computer (if used) and Internet access. Please understand that misuse or abuse of any kind will result in appropriate disciplinary actions (i.e. payment of damaged equipment, removal from program)
7. Netiquette is important and should be followed in all instances. Be polite at all time, there is to be no swearing or threatening language at any time, avoid language offensive to others.
8. MDA students are to follow all guidelines and rules set by the Massillon City Schools Code of Conduct. Student dress code is included in the code of conduct. Females: no tank tops, strapless/sleeveless tops, or short skirts permitted. Males: no tank tops or sleeveless shirts permitted. Also, no hats or clothing with inappropriate sayings or advertisements are permitted. Shorts are allowed only during the designated months of August, September, May, and June only. Any rule broken or challenged will result in appropriate disciplinary actions.
9. The MDA is a chemical abuse/drug-free school. The MDA along with Massillon City Schools support all county, state, and federal laws related to drug use. There will be no possession or use on school grounds or off school grounds at school-sponsored events.
10. MDA students who have an Individualized Educational Plan (IEP) are entitled to accommodations and special services offered by the MDA Intervention Specialist/school. All IDEA/State laws are followed to support the student in their academic experience.

Massillon Digital Academy

Student Discipline Policy

The following policy sets forth rules prohibiting certain types of conduct by students of the Massillon Digital Academy. This policy specifies the types of misconduct that may subject a student to suspension, expulsion, removal, or permanent exclusion from school. Additionally, this policy outlines the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed. The word "student" as used in this policy, refers to any student participating in a curricular program operated by the Massillon Digital Academy, whether or not such student is enrolled in the district. Suspension, expulsion, removal, or permanent exclusion from school results in an unexcused period of absence from regular classes. A student does not receive scholastic credit for the period of his/her absence. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, an expulsion or more than twenty (20) days will, unless the superintendent provides otherwise, result in the loss of academic credit for the semester in which the misconduct occurs.

During the period of absence due to suspension, expulsion, removal or permanent exclusion the student (if she/he is 18 years of age or older) and/or the parent(s), guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, removed, or permanently excluded from school under this policy, students are not permitted to attend curricular or extracurricular activities, or be on the school property. If the student is suspended or removed only from one particular class or activity, she/he may not attend the class or participate in the activity for the duration of that suspension or removal.

I. PROCEDURE:

A. Suspensions

1. The Superintendent may suspend a student from school for not more than ten (10) school days. If at the time of the suspension there are fewer than ten (10) days remaining in the school year, the Superintendent may extend all or part of the suspension into the following school year. Before a student may be suspended, the student must be:

A. Given written notice of the intention to suspend and the reasons for the intended suspension,

B. Given written notice (if applicable) that the offense is one for which permanent exclusion may be sought,

C. Provided with an informal hearing: at this hearing the student may challenge the reasons for the intended suspension or otherwise explain his/her actions.

2. Following a student's suspension, the school shall, within one school day:

a. Notify the student and his/her parent, guardian, or custodian, in writing, of the suspension, the duration of the, suspension, the reasons for the suspension, the right of the student or the parent to appeal to the Board's designee, the right to be represented in all appeal proceedings, the right to request such hearing be in executive session; (if applicable) and that the offense is one for which permanent exclusion may be sought

b. Notify the Treasurer of the Board of Directors of the suspension.

B. Expulsion

1. "Expulsion" shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that give rise to the expulsion takes place, unless the incident involves a firearm. Expulsions may also be extended during court proceedings for the offenses listed in part III of the policy. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, she/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the district. A firearm is defined as 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 such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade. The specific circumstances under which a Superintendent may modify a one (1) year expulsion could include:

- a recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Massillon City Schools Policy 2465
- Suspension/Expulsion of Disabled Students;
- the student was unaware that she/he possessed a firearm or knife;

- the student did not understand that the item(s) she/he possessed was considered a firearm or knife;
- the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If, at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

Before a student may be expelled, the student and his/her parent, guardian, or custodian parent must be:

- a. Given written notice of the intention to expel and the reasons for the intended expulsion: this notice shall include information on the right to have a hearing, the time and place of the hearing and the right to have a representative at the hearing. The time to appear shall not be earlier than three (3) or later than five (5) school days after the notice is given. If applicable, the notice must state that the offense is one for which permanent exclusion may be sought.
 - b. Provided the opportunity to appeal in person before the Superintendent or his designee in order to challenge the reasons for the intended expulsion or otherwise explain the student's actions; a representative of the student may be present at the hearing.
2. Following a student's expulsion from school, the Superintendent shall, within one school day:
- a. Notify the student and his/her parent, guardian, or custodian, in writing, of the expulsion, the reason for the expulsion, the right of the student or the parent to appeal to the Board or the Board's designee, the right to be represented in all appeal proceedings, the right to request such hearing be in executive session; and (if applicable), that the offense is one for which permanent exclusion may be sought.
 - b. Whenever the expulsion is for more than twenty (20) days or will extend into the following school year, provide the pupil and his parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the pupils attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.
 - c. Notify the Treasurer of the Board of Directors of the expulsion.

C. Emergency Removal

1. If a student's presence poses continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises:
 - a. The Executive Director may, without notice or hearing, remove a student from curricular or extracurricular activities, or from the school premises.
 - b. A teacher may, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision; as soon as practical after making such a removal, the teacher shall submit in writing to the Superintendent the reasons for such a removal.
2. Any student so removed shall be given written notice and provided with a hearing as defined in the section on Suspension above within three school days after the initial removal. It is probable that the student is going to be expelled; the hearing shall be conducted in accordance with the section on Expulsion above.

D. Short-Term and Extracurricular Removals

1. A student may be removed from a class or other curricular activity for a period of up to one (1) school day where the student engages in conduct that tends to interfere with or disrupt the class or curricular activity or for a violation of this policy or other school rules and regulations.
2. A student may be removed from an extracurricular activity in which she/he has been accepted or qualified for membership. Where the student engages in conduct that tends to interfere with or disrupt the extracurricular activity or where the student violates the rules or regulations that govern participation in the extracurricular activity.
3. Before a student is removed from an extracurricular activity for more than one school day, the student shall be given notice of the intention to remove and the reasons for the intended disciplinary removal. The student will be given an opportunity to appeal at an informal hearing before the Superintendent or the Superintendent's designee to challenge the reasons for the intended disciplinary removal or otherwise explain his/her actions.
4. Before a student is removed from a curricular activity for more than one school day, the above procedures for Suspension-or Expulsion shall be followed.

E. Permanent Exclusion

Students who are age sixteen (16) or older and who commit any of the offenses listed in Part III of this policy may be subject to permanent exclusion in accordance with law. A student may be suspended or expelled under this policy prior to being permanently expelled. If the Superintendent receives proof that a student has been convicted of any of the offenses in Part III of this policy, and the student was age sixteen (16) or older at

the time of the offense, the Superintendent may recommend that the Board of Directors initiate proceedings for permanent exclusion in accordance with law. When criminal court of juvenile court proceedings relating to any Part III offense are still pending at the time an expulsion ends, the Superintendent may ask the court to extend the expulsion for the lesser of an additional (80) days or the number of days remaining in the school year. If the Board of Directors has adopted a resolution seeking permanent exclusion, the Superintendent may ask the court to extend the expulsion indefinitely until such time as the State Superintendent of Public Instruction acts to either approve or disapprove the request.

F. Appeals to The Board of Directors

1. A student or his/her parent, guardian or custodian may appeal his/her suspension or expulsion to the Board of Directors or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board of Directors within ten (10) school days of the suspension or expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.

2. If an appeal is taken before the Board of Directors or its designee, such appeal may, upon the request of the student, his/her parent, guardian, custodian or attorney, be heard in executive session. The Board or its designee, however, shall act upon a suspension or expulsion only at a public meeting.

3. The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify order of suspension or expulsion.

4. A verbatim record shall be kept of all appeal hearings.

5. Decisions of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

II. MISCONDUCT FOR WHICH SUSPENSION OR EXPULSION MAY BE IMPOSED:

Unless otherwise noted in the individual sections, this policy shall be applicable to any conduct which occurs: on school grounds, during or immediately before or after school hours; or, school grounds at any other time when the school is being used-by a group; off grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

A. Weapons, Dangerous Instruments, Fireworks, Explosives and Hazardous Substances

1. A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm or property damage, or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall students ignite, explode or detonate fireworks, explosives, or munitions.
3. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any hazardous chemicals or substances of any kind.
4. Under Federal law, a firearm is defined as 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 a explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade. Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless she/he modifies the expulsion based on consideration of one or more of the following specific circumstances:
 - a. the student is enrolled under an IEP and the IEP recommends removal in accordance with the Individuals with Disabilities Education Act.
 - b. the student was unaware that she/he possessed a firearm or knife;
 - c. the student did not understand that the item she/he possessed was considered a firearm or knife;
 - d. the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

B. Disruption of School

1. A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process or function of the school.
2. Neither shall she/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process or function of the school.
3. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
 - a. The disruption or unauthorized occupation of any school building, school grounds or part thereof;
 - b. Blocking the entrance or exit of any school building or corridor or room therein;
 - c. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
 - d. Making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school sponsored or related activity, function or event on or off school grounds;
 - e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency;
 - f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property;
 - g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
 - h. Except under the direct instruction of the director or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event;
 - i. Intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.

C. Injury, Threat of Injury, or Use of Abusive Language towards Others; Fighting

A student shall not use vulgar, profane or abusive language, or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor or another student nor cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor or another student. Fighting or threatening to fight shall be considered a violation of this rule.

D. Drugs of Abuse, Counterfeit Drugs of Abuse and Paraphernalia

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants and alcoholic beverages. Examples include: marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, and liquor.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color or price.

Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office, or the use of nonprescription medication with school permission, shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

1. Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
2. Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse; or
4. Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).

A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

E. Tobacco

A student shall not possess, use, transmit or sell cigarettes or tobacco.

F. Truancy, Tardiness or Class Cutting

A student shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

G. Damage, Destruction Theft, or Unauthorized Removal of School - property; vandalism

A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property. The unauthorized painting, defacement, or marking of property, or other acts of vandalism, shall be considered a violation of this rule.

H. Damage, Destruction, Theft or Unauthorized Removal of Private Property

A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property. The unauthorized painting, defacement, or marking of property, or other acts of vandalism shall be considered a violation of this rule.

I. Unauthorized Fire

A student shall not, without school authorization, burn or attempt to burn any property, public or private.

J. Trespass

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building except with the express permission of the school principal of that building; likewise a student already under suspension shall not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the director.

K. Intimidation

A student shall not use or attempt to use an express or implied threat of violence, harassment, coercion, or other forms of intimidation to obtain money or any other thing of value belonging to another person, or to obtain any form of desired conduct from another person.

L. Dress and Appearance

A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner, which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.

M. Profane, Vulgar or Improper Language or Gestures

A student shall not speak or write profane, vulgar, obscene derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar, obscene or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, obscene or other improper or inappropriate actions.

N. Hazing/Harassment

A student shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student for purposes of initiation or acceptance into any group.

O. Violation of School Bus Conduct Requirement

1. A student shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver or out the windows, extending arms or objects out of the windows, fighting, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

2. A student shall not ride on an unassigned school bus without prior approval of an appropriate school official.

P. Harassment

A student shall not act so as to intimidate, degrade, insult, or otherwise abuse, orally or in writing, including the internet/social media, any member of the school staff or student body. No person shall engage in the sexual harassment of any other person. "Sexual harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, the use of lewd, obscene, or suggestive language, the use of sexually explicit or suggestive drawings, pictures, or written material, or any other conduct which is sexually oriented and which is intimidating, degrading, embarrassing, or objectionable to any person affected by such conduct.

No person shall engage in "any type" of harassment of any other student or staff member.

Harassment of any type is NOT acceptable and will be handled following Ohio State Law and MCSD policies. This includes ANY type of racial, religious, cultural, personal disabilities, personal appearance/qualities, sexual orientation, etc. Harassment is considered a very serious offense and will be dealt with in that manner.

(Please also refer to internet safety and behavior online policy)

Q. Falsification, Dishonesty, and Cheating

A student shall not falsify the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school related correspondence.

A student shall not lie or make a misrepresentation of any fact to a teacher or any other school personnel.

A student shall not cheat on any test for his/her own benefit or for the benefit of others. A student shall not obtain, use, or disseminate information about any test that the instructor does intend to be used or known by students, or which would create an unfair advantage for any student or students.

R. Gambling

A student shall not engage in or promote games of chance, placing of bets, or risk anything of value.

S. Failure to Comply with Directives

A student shall promptly comply with directives, request and orders of teachers, student teachers, educational aides, bus driver, principals and other school personnel.

T. Failure to Accept Discipline or Punishment

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other school personnel.

U. Violation of Rules

A student shall not violate the policies of the Board of Directors or school rules or regulations. Such policies and rules and regulations will be posted on school bulletin boards. Each student is responsible for becoming familiar with those items.

V. Misconduct during Extracurricular Activity

A student who has been accepted or qualified for membership in a school sponsored or related extracurricular activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies that govern participation in an extracurricular activity.

W. Complicity

No student shall assist or aid any other student in the violation of any rule set forth in this policy, or take any action, or make any statement, to prevent school personnel from obtaining information about any violation of this Student Discipline Policy.

X. Attempt

The attempt to commit any of the offenses set forth in this Student Discipline Policy shall be punishable in-the same manner as the offense itself.

Y. Repeated Acts of Misconduct

If any student commits any of the offenses listed in this Student Discipline Policy more than once within a given school year, such repeated misconduct may be treated as a

separate offense or may increase the severity of the punishment for the underlying offense.

Z. Personal Communication Devices (cell phones, computers, iPads, Chromebooks, etc)

The Board of Education permits employees, students, Board members, and guests, to use their personal communication devices ("PCDs") to wirelessly access the District's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at any District facility. Access to the business/guest network shall require authentication.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), and/or other web-enabled devices of any type.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of sensitive District data, illegal access to confidential data, damage to the District's intellectual property, damage to the District's public image, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 – Student Education Technology Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 – Staff Education Technology Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Devices, Policy 7530.02 - Staff Use of Personal Communication Devices. When an individual connects to and uses the District's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's technology resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), 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. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's technology resources without authorization may be prospectively denied access to the District's technology resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject

to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

III. MISCONDUCT FOR WHICH STUDENT MAY BE PERMANENTLY EXCLUDED

- A. Conveying deadly weapons onto school property or to a school function.
- B. Possessing deadly weapons on school property or at a school function.
- C. Carrying a concealed weapon on school property or at a school function.
- D. Trafficking in drugs on school property or at a school function.
- E. Murder or aggravated murder on school property or at a school function.
- F. Voluntary or involuntary manslaughter on school grounds or at a school function.
- G. Assault or aggravated assault on school grounds or at a school function.
- H. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
- I. Complicity in any of the above offenses, regardless of location.

Massillon Digital Academy

Internet Safety

1. GENERAL WARNING: INDIVIDUAL RESPONSIBILITY OF PARENTS AND USERS. All users and their parents/guardians are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the Internet and stay away from these sites. Parents/guardians are the best guide to identify materials to avoid.
2. PERSONAL SAFETY. When using the Internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange

face-to-face meetings with someone you do not know. You should never agree to meet a person you have only communicated with on the Internet, in a scheduled place, or in a private setting. **(You should not be talking with anyone other than your MDA teachers!)**

3. "HACKING" AND OTHER ILLEGAL ACTIVITIES. It is a violation to use the MDA computer and provided Internet access to gain unauthorized access to other computers or computer systems, or to attempt such access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. CONFIDENTIALITY OF STUDENT INFORMATION. Personally identification information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

PRIVACY

MDA network (email) and Internet access is a tool for your education. MDA reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the MDA and no user shall have any expectation of privacy regarding such materials.

Mda Elementary (4 - 6)

Course Descriptions

4th GRADE

Students at this level will study and cover topics including language arts, reading, mathematics, social studies, science, health, and online-guided practice. In addition to online assignments, students may be required to do offline assignments.

5th GRADE

Students at this level will study and cover topics including language arts, reading, mathematics, social studies, science, health, and online-guided practice. In addition to online assignments, students may be required to do offline assignments.

6th GRADE

Students at this level will study and cover topics including language arts, reading, mathematics, social studies, science, health, and online-guided practice. In addition to online assignments, students may be required to do offline assignments.

MDA Middle (7 - 8)

Course Descriptions

7th GRADE

Students at this grade level will be enrolled in English 7, Math 7, Social Studies 7, and Life Science 7, and Career Exploration course. Physical Education will be assigned to 7th graders in one semester and Health Education will be taken the other semester..

8th GRADE

Students at this grade level will be enrolled in English 8, Math 8, Social Studies 8, and Science 8 and Career Exploration course. Physical Education will be assigned to 8th graders in one semester and Health Education will be taken in the other semester and one semester of Art (either semester)

Massillon Digital Academy

Minimum High School

Graduation Requirements

| | |
|-----------------------------|--|
| ENGLISH | 4 Credits |
| MATH | 4 Credits including one credit of Algebra 2 or the equivalent |
| SCIENCE | (1) Credit physical science 3 Credits (1) Credit life science (1) Credit advanced science |
| SOCIAL STUDIES | (1) Credit American History 3 Credits (1) Credit World History (1) Credit US Government/Econ |
| HEALTH | ½ Credit |
| PHYSICAL EDUCATION | ½ Credit |
| REQUIRED ELECTIVES | 1 Credit-Must be one of the following: Foreign Lang., Fine Arts, or Tech. |
| ADDITIONAL ELECTIVES | (1/2) Credit Financial Literacy 5 Credits |
| TOTAL CREDITS | 21 Credits |

Massillon Digital Academy

High School Graduation Requirements

GRADUATION REQUIREMENTS FOR STUDENTS 2018 and beyond

Each graduate must meet the Ohio Department of Education's minimum graduation requirements in order to receive a diploma from Massillon Digital Academy, sponsored by the Massillon City Schools Board of Education. Each graduate must accumulate at least 21 units of credits that must include:

- 4 units of English
- 4 units of Math
- 3 units of Social Studies
- 3 units of Science
- .5 unit of Health
- .5 unit of Physical Education (unless a waiver is completed)
- .5 unit of Financial Literacy
- .5 unit of Fine Arts
- 5 units of electives

TESTING REQUIREMENTS FOR GRADUATION

MEET ONE OF THE FOLLOWING THREE:

Ohio's State Tests

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may

substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

Industry credential and workforce readiness

Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

College and career readiness tests

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student’s district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

Graduation Requirements

MEET ONE OF THE FOLLOWING THREE:

Ohio’s State Tests

Students [earn a cumulative passing score of 18 points](#), using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies. End-of-course exams are:

- Algebra I/II and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

Industry credential and workforce readiness

Students earn 12 points through a State Board of Education-approved, [industry-recognized credential or group of credentials](#) in a single career field and

achieve a [workforce readiness score](#) on the [WorkKeys](#) assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

College and career readiness tests

Students earn “[remediation-free](#)” [scores](#) in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the [ACT](#) or [SAT](#) free of charge. The student’s district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

18 Points on State Tests

For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points. To meet this graduation pathway, a student must earn a minimum number of 18 points from the seven tests.

This graduation pathway gives a student flexibility in accumulating 18 points. A high score on one test can balance a low score on another test. A student must earn a total of at least four points on English tests, four points on math tests and six points on science and social studies tests.

| PERFORMANCE LEVEL | GRADUATION POINTS |
|--------------------------|--------------------------|
| Advanced | 5 |
| Accelerated | 4 |
| Proficient | 3 |
| Basic | 2 |
| Limited | 1 |

Students may earn graduation points through approved substitute tests

- College Credit Plus (CCP) courses or approved AP/IB tests, in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government, physical science (class of 2018 only) and biology. The

college course grade earned under College Credit Plus or AP/IB test score may earn graduation points in place of the end-of-course tests as provided here.

- It is important to note, while students can earn graduation points for CCP coursework and AP/IB test scores in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.
- There are no CCP/AP/IB substitutions for mathematics or English language arts. Students may use math and English language arts CCP/AP/IB courses to satisfy the graduation curriculum requirements. But schools must administer the end-of-course tests to students to earn graduation points.

GRADUATION POINTS FOR COURSE GRADES PRIOR TO JULY 1, 2015

- The student is in the Graduating Classes of 2018 and beyond. (This is not applicable to students choosing the new OGT options.)
- The student received credit on their transcript for a course taken prior to July 1, 2015.
- The course didn't have a state end-of-course test available at the time the student was enrolled in the course.
- The student will receive graduation points based on the course grade.

1 - The following table converts Advanced Placement and International Baccalaureate test scores to graduation points for valid courses. This applies only to American history, American government and science. There are no permitted substitutions for English language arts and mathematics.

AP AND IB CROSSWALK TO GRADUATION POINTS

| ADVANCED PLACEMENT | INTERNATIONAL BACCALAUREATE | GRADUATION POINTS |
|---------------------------|------------------------------------|--------------------------|
| 4 or 5 | 6 or 7 | 5 |
| 3 | 4 or 5 | 4 |
| 2 | 2 or 3 | 3 |
| Not applicable | Not applicable | 2 |
| 1 | 1 | 1 |

The Ohio State Board of education approved the following AP and IB substitute tests:

PHYSICAL SCIENCE

- Advanced Placement Physics 1: Algebra-based (only the class of 2018)
- Advanced Placement Physics 2: Algebra-based (only the class of 2018)
- International Baccalaureate Physics Standard Level (only the class of 2018)
- International Baccalaureate Physics Higher Level (only the class of 2018)

BIOLOGY

- Advanced Placement Biology
- International Baccalaureate Biology

AMERICAN HISTORY

- Advanced Placement United States History
- International Baccalaureate History – Route Two – including study of the history of the Americas

AMERICAN GOVERNMENT

- Advanced Placement United States Government and Politics
- International Baccalaureate Global Politics

2 - The following table is to be used to convert College Credit Plus grades to graduation points for valid courses. This applies only to American history, American government and science. There are no permitted substitutions for English language arts and mathematics.

| COLLEGE CREDIT PLUS COURSE GRADE <i>(SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)</i> | OHIO GRADUATION POINTS |
|---|-------------------------------|
| A or B | 5 |
| C | 4 |
| D | 3 |
| Not applicable | 2 |
| Not applicable | 1 |
| F – Fail or drop the course | 0 |

3 - The following conversion chart should be used to determine the number of graduation points a student will receive based on the grade the student receives for high school courses prior to end-of-course tests being available. (This is not applicable to students choosing the new OGT options.)

| HIGH SCHOOL GRADE | OHIO GRADUATION POINTS |
|---|-------------------------------|
| A | 5 |
| B | 4 |
| C Earned Credit or Passed Course | 3 |
| D | 2 |
| Not applicable | 1 |

**THE FOLLOWING PROVIDES THE DATES WHEN END OF COURSE TESTS
WERE AVAILABLE FOR THE FIRST TIME**

| Fall 2014 | Spring 2015 | Fall 2015 |
|--------------------------|------------------------|-----------|
| Algebra I | Physical Science | Biology |
| Geometry | American History | |
| English Language Arts I | American Government | |
| English Language Arts II | Integrated Math I & II | |

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EARNING HIGH SCHOOL CREDIT

High school units of credits may be earned from the following sources:

- Attending an accredited high school and producing a transcript of grades and credits of courses taken.
- Attending an accredited high school summer school program and producing a transcript of grades and credits of courses taken.
- Attending the Canton Adult Evening High School and producing a transcript of grades and credits of courses taken.
- Participating in an Educational Options program for high school credit.
- Participating in a Post Secondary Education Options program at a college for high school credit and producing a transcript of grades and credit of courses taken.
- Participating in a credit recovery computer program and completing the required coursework to earn the credit needed.

SUBJECTS BY DEPARTMENT

| ENGLISH | CREDIT | | ELECTIVES | CREDIT |
|------------|--------|--|--------------------------------|--------|
| English 9 | 1.0 | | Art History | .05 |
| English 10 | 1.0 | | | |
| English 11 | 1.0 | | Life/Career Skills I (Jr./Sr.) | 1.0 |
| English 12 | 1.0 | | Life/Career Skills II (Sr.) | 1.0 |
| | | | Job Related I (Jr./Sr.) | 1.0 |

| | | | | |
|-------------------------|---------------|--|---------------------------------------|---------------|
| | | | Job Related II (Sr.) | 1.0 |
| SOCIAL STUDIES | CREDIT | | | .50 |
| World History | 1.0 | | Interm Read/write Wrkshp | .50 |
| US History | 1.0 | | Advanced Read/Writing Wrkshp | .50 |
| US Government | 1.0 | | Computers for College/Workplace | 1.0-.50 |
| Economics | .50 | | History of Rock n Roll (fine arts) | 1.0 -.5 |
| Geography A & B | .50/.50 | | Writing in the Workplace | .50 |
| Personal Finance | .5-1.0 | | Reading in the Workplace | .50 |
| | | | | |
| MATH | CREDIT | | | |
| Algebra 1 | 1.0 | | | |
| Geometry | 1.0 | | Sociology 1 & 2 | 1.0-.50 |
| Algebra 2 | 1.0 | | Psychology A & B | .50 |
| Algebra 2 A/B | 1.0 | | Business Basics | .50 |
| Pre-Calculus | 1.0 | | | |
| Int Math 4 | 1.0 | | | |
| | | | FOREIGN LANG. | CREDIT |
| SCIENCE | CREDIT | | Spanish 1, 2, 3 | 1.0 |
| Physical Science | 1.0 | | Latin 1 & 2 | 1.0 |
| Earth Science | 1.0 | | | |
| Biology and Adv Biology | 1.0 | | Other choices-see counselor | |
| Chemistry | 1.0 | | Career/Tech and AP classes | |
| Physics | 1.0 | | College Credit Plus | |
| Marine Biology | 1.0 | | | |
| PE / HEALTH | CREDIT | | Other electives also available | |
| Physical Education | .50 | | | |
| Health (Gr.8-12) | .50 | | | |

Massillon Digital Academy

High School Course Descriptions

ENGLISH (4 CREDITS NEEDED)

English 9 - 1 credit, 1 year (REQUIRED)

Entrance into this course is satisfactory completion of 8th grade English. This course places emphasis on literature from various cultures, composition, mechanics and

listening skills. Novels and other readings are used. Literary terms are introduced and vocabulary is reinforced. Proficiency skills are developed.

PREREQUISITE: 8th grade English

English 10 - 1 credit, 1 year (REQUIRED)

This course consists of a survey literature from different genres and time periods. In addition, emphasis is placed on more complex methods of paragraph development. Authors, genres, usage, spelling, and speaking skills are areas of concentration. Proficiency skills are developed. Novels and other materials are also used.

English 11 - 1 credit, 1 year (REQUIRED)

This course centers on a chronological survey of American literature. In addition, ever more complex methods of composition are introduced. Several novels and other materials are used. Mechanics of composition are introduced. Several novels and other materials are used. Mechanics, genres, and research are reviewed.

English 12 - 1 credit, 1 year (REQUIRED)

This course will allow the student to delve into a study of British literature. Advanced composition skills and assignments will be developed. Several novels are utilized. Research skills are areas of focus.

PREREQUISITE: Completion of English 9, 10 and 11

MATHEMATICS (4 CREDITS NEEDED)

Algebra 1 - 1 credit, 1 year

This course includes the continued study of algebraic concepts from the K-8 curriculum and extends the properties of the real number system. As the first course in the high school core curriculum in mathematics for college-intending students, polynomials, factoring, rational expressions, functions, relations and graphs, and problem solving.

Geometry - 1 credit, 1 year

This is the second mathematics course in the core curriculum; it is designed for those students who have taken Algebra. This course satisfies the geometry requirement for college.

PREREQUISITE: Algebra 1

Algebra 2 - 1 credit, 1 year

This course includes the continued study of algebraic concepts and methods and the properties of the real number system. It is designed to develop greater mathematical maturity and to provide the student with the tools needed in later mathematics course. It extends many of the ideas of Algebra I and Geometry for College Intending and introduces many new topics. As the third course in the high school college-intending

core curriculum, the program is composed of various other strands in the curriculum with the intention that students will perceive the importance of deductive reasoning and appreciate the need for precision of its language.

PREREQUISITE: Algebra 2 or Alg 2 A/B

Math 4/College Math– 1 credit, 1 year

This practical course will show you how to effectively use math in your daily lives. It covers topics such as how to manage a checking account, fill out state and federal tax returns, and complete applications for loans. It also develops your ability to handle day-to-day personal finances. The second half of the course focuses on Probability and Statistics

Probability and Statistics – ½ credit, 1 semester (ELECTIVE)

In this course, you will represent and interpret data using dot plots, histograms, box plots, two-way frequency tables, and scatter plots. You will study normal distributions and distinguish between correlation and causation. You will also determine the conditional probability of two events or whether the events are independent. Using counting techniques and the rules of probability, you will calculate probabilities and use the results to make educated and fair decisions. You will evaluate several data collection techniques and statistical models, including simulations. The course closes with information on how you can use probability models to represent situations arising in everyday life that involve both payoff and risk.

SCIENCE (3 CREDITS NEEDED, including Physical Science and Biology)

Physical Science- 1 credit, 1 year (REQUIRED)

This is a laboratory-oriented course designed to introduce the basic principles of physics and chemistry and to relate these principles to applications in the everyday world. The course is designed for the tech-prep student who may have difficulty with the math required in physical science. The goal is to produce scientifically literate thinkers who will be better able to cope in an increasingly technological and computerized world.

Earth Science – 1 credit, 1 year

This course includes the study of living things starting with the simple and microscopic, working your way up to the most complex of life forms. This course will cover the study of living things, cells, heredity, classification, simple organisms, and the animal kingdom. It will also include how life on Earth interacts with other life and the environment.

Biology - 1 credit, 1 year (REQUIRED)

Biology is a terminal science course designed for the student in the 10th grade who is not planning to attend college. Students are introduced to basic concepts relating to living conditions. The similarities and differences among organisms are also viewed.

Another concept developed is the interrelationship of organisms and their dependence on the living and non-living environment.

PREREQUISITES: completion of Physical Science

Chemistry: – 1 credit, 1 year

Chemistry is a terminal science course designed for the student in the 11th grade who may or may not be attending college. Students are introduced to basic concepts relating to the composition of various substances and the changes they can go through. The Periodic Table and simple compounds are covered as well as the basics of chemistry.

PREREQUISITES: completion of Physical Science and Biology

Physics:– 1 credit, 1 year (ELECTIVE)

In each “Physics World” module, students discover the contributions of geniuses like Galileo, Newton and Einstein. In their work, students learn the concepts, theories, and laws that govern the interaction of matter, energy and forces. From tiny atoms to galaxies with millions of stars, the universal laws of physics are there for you to observe and apply. Using laboratory activities, videos, software, and websites, students will follow in the footsteps of some of the world’s greatest thinkers. This is a serious course that will make students think. It will also make them appreciate the beauty and importance of the science that governs their lives.

PREREQUISITES: Algebra I and Algebra II

Marine Science: 1 credit, 1 year (ELECTIVE)

In the marine science course, students will delve deep into Earth’s bodies of water and study geologic structures and how they impact the oceans. Students will investigate characteristics of various populations, patterns of distribution of life in our aquatic systems, and ongoing changes occurring every day in our precious ecosystems. Students will be amazed and enlightened at just how much our oceans and lakes affect climate, weather, and seasonal variations. They will have the opportunity to explore the relationships among living organisms and see how they are affected by our oceans currents, tides, and waves.

PREREQUISITES: Biology

SOCIAL STUDIES (3 CREDITS NEEDED, including US History and US Government)

World History - 1 credit, 1 year (REQUIRED)

This course is a comprehensive study of World History, Geography, Economics, Citizenship Rights and Responsibilities, and a comparison of World Governments. This course will be taught from a global perspective. Topics to be covered during the course include but are not limited to: The Enlightenment, Age of Revolutions, Imperialism, World War I, World War II, the Cold War and other global conflicts. Social Studies skills

to be emphasized include a: research project, reading primary source material, collecting data, determining bias, and recognizing propaganda 39.

US History - 1 credit, 1 year (REQUIRED)

This is a study of the events, personalities, and causes and effects in the United States history within the setting of world history. United States History deals with our nation's growth. The thought processes of cause and effect relationship that correlate past and present happenings are major designs of instruction. The topics covered are 1) cause, effect and involvement of the US in two world wars, 2) analyze connections among World War II, the Cold War, and on temporary conflicts, 3) identify major historical patterns in the Domestic Affairs of the US during the late 19th and 20th Century and explain their significance. Students will read a teacher specified text regarding social, cultural, and economic history.

United States Government - 1 credit (REQUIRED)

This course prepares the students for entry as a participating member of our distinctly unique American society. With an emphasis on both skills and knowledge, students will complete in-depth studies in the 5 following topics: 1) Foundations of American Government, 2) Political Behavior, 3) Legislative, Executive, and Judicial Branches, 4) Comparative Political Systems, 5) Participating in State and Local Government.

Financial Literacy: ½ credit required

The purpose of this course is to help students become a smart consumer who understands the flow of an economy between individuals, businesses, governments, and the rest of the world.

World Geography A – ½ credit, 1 semester (ELECTIVE)

The focus of this course is the study of the world's people, places, and environments with historical emphasis on Asia, Latin America, Africa, and the Middle East. The knowledge, skills, and perspectives of the course are centered on the world's population and cultural characteristics, its countries and regions, landforms and climates, natural resources and natural hazards, economic and political systems and migration and settlement patterns.

World Geography B - ½ credit, 1 semester (ELECTIVE)

The course will emphasize how people in various cultures influence and are influenced by their physical and ecological environments. Using texts maps, globes, graphs, pictures, diagrams, charts, and a variety of other ideas students consider the relationships between people and places while asking and also answering geographic questions.

Economics -.5 credit, 1 semester (ELECTIVE)

The general objective of this course is for students to master fundamental economic concepts, appreciate how the principal concepts of economics relate to each other and understand the structure of economic systems. Students will use economic concepts in

a reasoned, careful manner in dealing with personal, community, national, and global economic issues. They will use measurement concepts and methods such as tables, charts, graphs, ratios, percentages, and index numbers to understand and interpret relevant data. They should learn to make reasoned decisions on economics issues as citizens, workers, consumers, business owners, managers and members of civic groups.

Psychology: - ½ credit, 1 semester (ELECTIVE)

This course offers exciting online psychology experiments about our own behavior and how we behave with other people.

PHYSICAL EDUCATION AND HEALTH

Physical Education - 1/2 credit, 1 semester (REQUIRED)

Students will participate in physical activities of their choice and report their hours to their instructor. Students will also be required to complete four writing assignment projects.

Health -1/2 credit, 1 semester (REQUIRED in grades 8-12)

The course is based on the Centers for Disease Control National Standards and explores the behaviors and lifestyle choices that affect our health. Students learn about common diseases, including their causes, symptoms, treatment, and prevention. Most relevant for young adults, it covers the process of reproduction, human growth and development, substance abuse, peer pressure, and mental health, along with strategies to address these issues.

ELECTIVES

Life and Career Skills I - 1 credit, 1 year

This course is for students with junior status and interests of joining the workforce. Students enrolled in this course will assess their skills and abilities, explore job opportunities and learn new skills like filling out job applications, creating resumes and preparing for interviews. Other topics covered include: Self-esteem, budgeting, communication skills, interviewing skills, and using available resources.

PREREQUISITE: Junior status

Job Related I*- 1 credit, 1 year

This course will accompany Life and Career Skills I when the student is employed. One credit will be awarded to the student by completing one project per quarter, receiving positive reviews from employers obtained by instructor visits periodically throughout the school year. Students should also be working a minimum of 50 hours each quarter to receive this credit.

PREREQUISITE: Junior status and a current work permit from WHS

*Student will not lose chance of credit in case of job loss, if and only if, the student remains active in searching for a job (2 applications/week), or if the student volunteers for a reputable establishment/cause that can also offer the instructor a signature of a contact person and a log of student's participation hours.

Life and Career Skills II - 1 credit, 1 year

This course is for students with senior status and interests of joining the workforce. One credit will be awarded to the student for completing the following: completing one project per quarter, positive reports from employer during instructor job visits, which will occur periodically throughout the school year, and a minimum of 50 hours worked each quarter.

PREREQUISITES: Senior status and completion of Life and Career Skills I

Job Related II* - 1 credit, 1 year

This course will accompany Life and Career Skills II when the student is employed. One credit will be awarded to the student for completing the following: completing one project per quarter, positive reports from employer during instructor job visits, which will occur periodically throughout the school year, and a minimum of 50 hours worked each quarter.

PREREQUISITE: Senior status, completion of Job Related I and a current work permit required.

*Student will not lose chance of credit in case of job loss, if and only if, the student remains active in searching for a job (2 applications/week), or if the student volunteers for a reputable establishment/cause that can also offer the instructor a signature of a contact person and a log of student's participation hours.

Basic Business- 1/2 credit, 1 semester

This is a web-based course that has been created to give students some real life experiences that they will soon be facing after graduation. This semester course will first focus on some important issues concerning Business Basics and then transition to Technology Fundamentals. There will be one written assignment each quarter the student must complete in addition to their online coursework.

Intermediate Reading Workshop – ½ credit, 1 semester

This high school course combines state-of-the-art reading strategies and practice lessons to enhance comprehension and improve student performance. A final project will be assigned to students taking this course.

Advanced Reading Workshop – ½ credit, 1 semester

In this course students will develop the reading comprehension and critical thinking skills needed to master standardized high school graduation tests and college entrance exams. A final project will be assigned to students taking this course.

Intermediate Writing Workshop - ½ credit, 1 semester

This course is designed to help students strengthen their writing skills by using strategies such as critically evaluating their sources, devising a research plan, and focusing on the needs of their audience. Writing assignments and a final project will be assigned to students who take this course.

Advanced Writing Workshop - ½ credit, 1 semester

This course will help students master the critical writing skills needed to meet high school graduation requirements and to also help students prepare for college writing. Writing assignments and a final project will be assigned to student taking this course.

Writing in the Workplace - ½ credit, 1 semester

This course is aimed at developing workplace-writing skills. All online examples take place in an adult working environment. Several skills like taking notes, writing directions, writing business letters and reports will be thoroughly covered. Students will be asked to complete written examples of these throughout the semester as well as complete a final project.

Art History and Appreciation – ½ credit, 1 semester

The course is based on the National Standards for Arts Education and explores the main concepts of art, expression, and creativity. Students learn how art reflects human culture, lifestyle, and advancement—from the Paleolithic era to modern times. The perspective is global, including examples of Western art, Islamic art, and art from Africa, Asia, and the Americas. The curriculum helps students answers questions like what is art, what is creativity, and why do people all over the world respond to art. It also covers basic design principles such as emphasis, balance, and unity, and the process of art evaluation.

Computers For College – ½ credit or 1.0 credit, 1 semester or 2

The course is based on the International Society for Technology in Education (ISTE) learning standards, and addresses basic tasks performed on a computer and aspects of social media. It focuses specifically on developing practical skills to become more productive and creative through the use of Google, spreadsheets, databases, and presentation software.

FOREIGN LANGUAGE

Spanish 1 – 1 credit, 1 year

This course features natural language learning. Because students learn a new language in the same way that they learned their native language, proficiency comes faster and more effectively. Natural language learning creates a rewarding self-perpetuating cycle of success and motivation, resulting in a positive and productive experience and in real results.

Spanish 2 – 1 credit, 1 year

This course features natural language learning. Students of Spanish II will continue to develop language skills in all four areas of communication: listening, reading, writing, and speaking. By the end of the semester-long course, students will be able to

communicate in Spanish at an intermediate level about many different topics.

PREREQUISITE: Completion of Spanish 1

Latin I and 2- 1 credit each

OTHER ONLINE COURSES ARE AVAILABLE. SEE THE GUIDANCE COUNSELOR FOR AP OFFERINGS AND OTHER COURSEWORK.

MASSILLON DIGITAL ACADEMY

Your signatures indicate that you have read and understand all of the information contained in this handbook.

Please share your preferred contact information before signing and returning this form to Massillon Digital Academy.

Student Signature

Date

My preference for contact is by phone email

Email:

Phone:

Parent/Guardian Signature

Date

My preference for contact is by phone email

Email:

Phone:
