



**GOLDENLINK ACADEMY**  
**ONLINE STUDENT HANDBOOK**  
**2024-2025**

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## ONLINE COURSES

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Goldenlink Academy (GLA) offers online Ontario Secondary School courses approved by the Ministry of Education. Students will be able to access materials, homework and assessments online via Goldenlink platform. Online Communication Tool will enable the teachers and the student to stay connected and will provide any updates and assessment feedback during the six-month courses. The course content is presented in a series of videos which students would be able to access at any time during the courses. The teachers will perform evaluation based on the expectations outlined in The Ontario Curriculum. It is important for the students to be connected to the curriculum; as a result, Goldenlink Academy worked hard to make online lessons engaging and productive to help all the learners to develop knowledge and skills.

## TEXTBOOKS/E-BOOKS

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Upon registering for the courses, a course packaged with an E-Book, the instructions how to access it, along with an E-Book code, will be sent to the student via email within 48 hours. Generally only Math and Science courses are supported by E-Books. E-Books will be provided to students at no cost; however, the eBook registration expires after one year.

Important note: E-Books and print textbooks do not necessarily follow the same order, even of the same title and publisher. For example, the printed version of the Principles of Mathematics, Grade 9 published by Nelson is different from the Principles of Mathematics, Grade 9 E-Book by Nelson. Students trying to follow a course using a print textbook will run into difficulty when trying to locate references from the course.

## PREREQUISITE DOCUMENTATION

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Prerequisites are requirements that students must successfully complete before they can register for the course. The students registered for Goldenlink Academy online course are required to submit their proof of prerequisite courses to the following email [admin@goldenlink.com](mailto:admin@goldenlink.com). The proof of prerequisite must be in the form of scanned copy of Ontario Student Transcript (OST), final report card or Credit Counselling Summary ONLY. Prerequisite documentation must clearly show the student's legal name, Ontario Education Number (OEN), course code, and final grade. Screenshots of Career Cruising, My Blueprint, OUAC, etc., **will not** be accepted.

To ensure students are not enrolled in courses they will not be able to complete, it is important to provide GLA with the academic documentation requested as soon as possible. It is students' and their parents' responsibility to ensure they have the correct prerequisite(s) for the course(s) in which they are enrolling. Refunds will not be provided in cases where students do not have the correct prerequisites.

If a parent or mature student (a student who is eighteen years of age or older) requests a prerequisite be waived, the Principal will determine whether or not the prerequisite should be waived. The Principal may also initiate consideration of whether a prerequisite should be waived. The Principal will make a decision in consultation with the parent or the mature student and appropriate school staff. If the Principal waives a prerequisite because it is in the best academic interest of the student, it will be documented in the student's Ontario Student Record.

## **COURSE START/DURATION**

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Students can enrol into the Goldenlink Academy online courses any time of the year. Upon registration, students will receive a welcome email within 48 hours containing login instructions. Once logged in, students are free to start the first unit immediately. It is essential for the registered students to read all pages of the detailed information in the introduction unit to help them learn how their course works.

Students have six months to complete their course from the date of registration. The student's enrollment will automatically expire at this time and the student will lose access to the course.

Goldenlink Academy has a minimum requirement of 14 days enrollment for students to be eligible for a midterm report card and 28 days enrollment to be eligible for a final report card.

Students have 30 days from the expiration date to purchase an extension before the course is considered dropped.

A three-month extension can be purchased for \$199. Extensions are issued based on the original expiration date, rather than the date payment is received. Extensions can be purchased by EMT to [info@goldenlink.com](mailto:info@goldenlink.com). Please title the email with "Course Extension Fee". Please include the student's full name and the course code in the email.

Once a course has been expired for one month (seven months from the registration date), the course will be considered dropped and the student will be unable to purchase an extension or request a transfer. Students will need to repurchase the full course if they wish to start the course again.

Average course completion times vary from student to student. The time it takes to finish one online course depends on the student's comfort level with the subject as well as the amount of time they have each day to work on it. Each course is designed to be 110 hours of instruction, just like any course at Goldenlink Academy. Students are free to work through their courses at their own pace; provided they complete all of the course requirements in the order they are presented. There are no due dates in the course other than the 6-month course duration. There is an on-site teacher supervision option for students who would like more structure; please see email [admin@goldenlink.com](mailto:admin@goldenlink.com) for more details.

## TEACHER CONTACT

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Goldenlink Academy Online teachers are available to students via the online platform. There is a built-in communication tool within the learning environment students must use; students and teachers should not communicate via external email addresses. Any emails sent to teachers externally may not be received and could result in miscommunication. Teachers will not connect with students by phone; all communication should be performed online.

Students can easily identify their teacher in a few different ways, depending on the learning environment they are enrolled in.

Students are welcome to send internal communications to their teacher at any time; however, the teacher will respond within 48 hours. During peak times and/or holidays, teachers may take slightly longer to respond. If students are in need of an immediate response regarding course content, it is recommended they check some of the discussion forums built into the course, as it is likely their question has been publicly posted and answered previously. Students experiencing a lack of the teacher response should contact [admin@goldenlink.com](mailto:admin@goldenlink.com) to report the issue.

Course teachers will provide real-time online support to the student during the office hour outline in the announcements once a week. Students are able to book appointments during this time to meet with the teacher via video conference. These appointments are scheduled on a first-come, first-served basis, so students should schedule appointments with teachers well in advance to ensure the availability. These appointments are scheduled directly with

the teacher through the internal communication tool. We recommend students to book an appointment when they have numerous questions or need in-depth assistance. If a student sends multiple questions to the teacher regarding the course, the teachers might recommend booking an appointment during office hours.

Please note: teachers work remotely and are not all located on-site in the main GLA office. Teachers will also grade work submitted to the course and leave detailed feedback. This feedback is found directly within the assignment or quiz. In some cases, teachers may send additional feedback via the course communication tool. Teachers will return graded work with feedback within three days; however, during peak times and/or holidays, this may take an additional one-to-two days. If a student wants to fast track evaluation, feedback or grades in order to complete the course by a deadline, this should be arranged directly with the teacher. Teachers may or may not be able to accommodate this special request, depending on their current workload. Once the final exam is written, teachers have ten days to finish grading all of the course work and to submit the final grades to the GLA office. In cases where students submit a large portion of work right before writing the final exam, this time might be delayed.

## **LOGIN, ATTENDANCE AND ACTIVITY EXPECTATIONS**

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### **ATTENDANCE/LOGINS**

Consistent attendance is the path to student success. Students need to actively participate and login to their courses to learn to their highest potentials.

Students are expected to complete their course within 6 months of registration but are free to work at a faster pace. Students should log in regularly depending on their completion plans. It is recommended all students log into their course at least ten (10) hours a week to ensure they keep up with course content. Students are not expected to log in daily but should log in at least three (3) times every week.

Teachers monitor attendance among their students. Teachers work to support students by collaborating with their students and parents/guardians, and this applies with attendance as well. If a student continues to have inconsistent or irresponsible attendance Goldenlink Academy's administration will be involved with consequences including parental/guardian contact, attendance contracts, or removal from the course.

Attendance will be based on the amount of completed lessons for each individual course. If a course has 4 units 50 lessons for completion and a student has completed 2 units of them, the student would have 50% attendance for that course. Attendance will also be shown on

the mid-semester report card.

Students who don't complete their courses within the six months will be removed from the course unless there is a unique circumstance that can be verified by appropriate documentation.

*\*Students should communicate their planned completion time with their teacher at the beginning of the course. The teacher will use their judgment in determining what constitutes regular activity based on that completion timeline.*

### **HOURS SPENT ON ACTIVITIES**

All GLA credit courses are designed to be 110 hours of planned instruction. Each unit within the course is given an hour value and all units combined add up to 110 hours. Students are expected to come close to the planned hours of instruction timing within reason. Activity completion time will vary depending on the student's comfort level with that particular subject matter.

### **STUDENT LEARNING LOGS**

In order to help students self-monitor progress, interaction, assessment, and achievement, they will complete and submit learning logs at two points in each course. Work completed outside of the course, such as research, preparation, studying, etc. is not counted in the planned 110 hours. Students should complete the learning logs on a regular basis, relative to their desired time to be spent in the course.

For example, students hoping to finish the course within 12 weeks should fill out learning logs every two (2) weeks, whereas a student aiming to finish in 24 weeks should fill them out every four (4) weeks. Students are free to utilize the learning logs more frequently but should aim for a total number of at least six entries. Students will submit their learning logs to the course at the end of the course. They will upload the document to the online classroom.

### **TIMELINES FOR COMPLETION**

Course completion time varies greatly depending on a number of factors, including reading speed, comfort level with online learning tools, understanding of the subject matter, and more. Students are welcome to complete courses in a shorter time-frame, but must complete all required components of the course in the order they are presented. Courses have been designed in a manner where students who complete all course components will generally meet or exceed 110 hours of planned instruction.

Goldenlink Academy Online recommends students make a plan to complete their course(s),

and decide on a target date for completion from the outset. Students should look at the breakdown of the units in the course and spread them over their available time. Students should account for other commitments and periods when they will be able to spend more time on the online course, and times when they will be busy with other aspects of life.

Goldenlink Academy Online also recommends students share this plan with parents and teachers to keep them accountable to their completion goals. Students needing further assistance with planning may consider on-site teacher supervision. Please email [admin@goldenlink.com](mailto:admin@goldenlink.com) for more information.

## **ACADEMIC INTEGRITY POLICY**

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In the event of incidents of academic dishonesty, the student and Principal will be notified of the occurrence, of the consequence, and of the potential consequences of subsequent incidents. The following is a list of academic violations along with their respective consequences:

### **IMPROPER CITATION**

The student fails to utilize a citation method in the piece. Teachers will generally specify which citation method is required, however, should this guidance not be given, students are expected to follow either MLA or APA formatting.

#### ***Grades 9 and 10***

The First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: A warning and an opportunity to redo the piece.

#### ***Grades 11 and 12***

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 75%

### **UNACCREDITED PARAPHRASING**

The student uses an idea (in different wording) from a source and portrays it as their own without a citation. To be safe, students should use a citation when in doubt.

#### ***Grades 9 and 10***

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 75%.

#### ***Grades 11 and 12***

First Instance: An opportunity to redo the piece to a maximum grade of 75%.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 50%.



### **UNACCREDITED VERBATIM**

The student uses an idea that is word-for-word from a source and portrays it as their own without a citation.

#### ***Grades 9 and 10***

First Instance: An opportunity to redo the piece to a maximum grade of 75%.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 50%

#### ***Grades 11 and 12***

First Instance: An opportunity to redo the piece to a maximum grade of 50%.

Subsequent Instance: A grade of zero. No opportunity to resubmit.

### **FULL PLAGERISM**

The student uses a piece written by someone else and attempts to pass it off as their own work.

#### ***Grades 9 and 10***

First Instance: A grade of zero. No opportunity to resubmit.

Subsequent Instance: A grade of zero. No opportunity to resubmit.

#### ***Grades 11 and 12***

First Instance: A grade of zero. No opportunity to resubmit.

Subsequent Instance: A grade of zero. No opportunity to resubmit. Student may be removed from the course.

### **QUIZZES, TESTS, AND EXAMS**

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Students must write quizzes, tests, and exams alone and must not be assisted by friends, parents, or tutors. Students are not to access any outside material, including coursework and/or notes with the exception of formula sheets in certain assessments where it has been indicated as permitted by the teacher and in the assessment details. Students with an Individual Education Plan (IEP) or similar documents may be permitted to utilize outside material upon approval from the Goldenlink Academy Online office.

Students that copy information from their course, their notes, or any other source and present them as their own answers will be given a grade of zero on the entire assessment. Answers that are very similar to those given in the course content will be investigated to determine whether they could be committed to memory or not, within reason.

Any violation of the aforementioned is considered a serious academic offence and a grade of zero will be applied to the entire assessment and students may be removed from the course without credit.

Completion of the final exam is a requirement for earning the credit for a course at Goldenlink Academy Online. Exams must be proctored (supervised). Students with health concerns or concussions will be required to write their final exams, however, accommodations will be made to assist them. Please contact the Goldenlink Academy Online office at [admin@goldenlink.com](mailto:admin@goldenlink.com) to discuss further, as these scenarios are handled on a case-by-case basis.

A student's performance on the final exam will be compared to their overall performance in the course. If there is a major discrepancy between coursework and the final exam performance, Goldenlink Academy Online reserves the right to investigate the situation, which may or may not include re-writing of unit tests, re-submission of assignments, and a web conference discussion surrounding the contents of the final exam. Goldenlink Academy Online also reserves the right to remove students from a course without earning a credit in cases where severe levels of academic dishonesty have been found.

Students will be required to answer questions on quizzes, tests, and exams via video. For all video submissions, students are encouraged to make their face visible in order for teachers to adequately identify them.

## VIDEO ASSESSMENT

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Many courses have mandatory video assessments. These are sometimes called Virtual Classroom Evaluation, Midterm Oral Exam, or other assessments depending on the course. Whether video accesses are weighted or not, they are required for completion of the course. Students will not be permitted to write their final exams until all mandatory video assessments have been completed to the teacher's satisfaction.

During some assessments, quizzes and tests students are required to answer via video note. Students must appear on camera when responding to these questions and their face must be visible. Failure to answer the questions appropriately will result in a zero on those questions. If this is a continuous issue, students may be removed from their course.

GLA will also compare a student's prerequisite grade to their current course grade to monitor any inconsistencies. Goldenlink Academy Online reserves the right to investigate a student's course should there be a significant discrepancy between the current grade and prerequisite grade, as well as any discrepancy between submitted written work and work obtained via video.

## EXAM SCHEDULING

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### ARRANGING THE FINAL EXAM

Students must arrange to sit for the final exam at least five days in advance and need to have all coursework finished and submitted before taking the exam. Once the exam is written, any outstanding coursework will be given a grade of zero. It is the student's responsibility to ensure they have submitted all coursework before writing the final exam.

Students have two options for taking the exam;

#### ***Option 1: Take it at a Goldenlink Academy Campus***

It is strongly recommended students write final exams at a Goldenlink Academy campus if they live within a reasonable distance. Students can schedule the exam by emailing the final exam request to GLA at [admin@goldenlink.com](mailto:admin@goldenlink.com). The final exam might take two to three hours.

#### ***Option 2: Arrange Your Own Proctor***

Students are permitted to arrange their own proctor (supervisor).

The proctor must be approved by GLA and is to supervise the exam at their place of work, or at a public place such as a library. Some libraries and study centers offer this service themselves. Exams cannot be written in anyone's home (including home businesses) nor can it be written in other tutoring/learning centers.

The proctor must be a working professional (e.g. teacher, doctor, businessperson, and must provide a work email address for correspondence (Gmail, Hotmail, etc. cannot be used).

Goldenlink Academy Online reserves the right to send a member of its administration team without any prior notice to inspect the exam writing conditions for those arranged with a private proctor. Academic penalties will be applied where exam regulations are not being upheld.

## REPORT CARDS AND TRANSCRIPTS

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Goldenlink Academy Online will produce an official report card once students have reached the midterm and final points of their course(s). Should the student have any specific questions in regards to achieving the midterm point of their course, they must contact their teacher. An official hard copy of the midterm and final reports will be mailed to the student's current day school, where they will reside in the OSR. The day school will then be responsible for updating the Ontario Student Transcript to reflect the course completion once the final report card has been obtained.

In addition to the day school, an electronic copy of the report will also be emailed to the

student's email address. If the student requires a hard copy of a report card, this request must be sent to [admin@goldenlink.com](mailto:admin@goldenlink.com). A midterm and final report card will only be released if a student has provided appropriate prerequisite evidence for their course. If prerequisite evidence has not been provided, reports will be held and the credit will not be issued.

Transcripts are often confused with report cards. A transcript is a document outlining a student's permanent academic record, illustrating all courses taken in high school along with the grades received and any certificate conferred. A report card is a document outlining the course completed, the grade, the learning skills, and the comment from the teacher. Only the home school of a student can generate a transcript. A student who is not full-time with GLA cannot request a transcript from GLA. For students who are full-time with GLA, an Ontario Student Transcript (OST) can be generated. In general, transcripts are only needed when applying to post-secondary institutions.

The student's official report card will be held in the GLA office for a period of five years. The OST will be retained for fifty-five years after a student retires from school. If a student requires an official transcript to be sent to post-secondary institutions for admissions purposes, GLA will forward the official transcript directly to each post-secondary institution requested. This request must be submitted via the Post-Secondary Transmission Form.

For more details, email [admin@goldenlink.com](mailto:admin@goldenlink.com).

## **REFUNDS, CREDITS, AND TRANSFERS**

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Please note that there are no refunds through Goldenlink Academy Online. Students can however request in writing to transfer to another available course within 7 days of their initial registration provided that they have not attempted any of the course and/or evaluations and that they have the prerequisite for the course they wish to transfer into.

Students who request a course transfer within 7 days of registration but have accessed the course will be charged an administrative fee of \$150.00.

Students who request a transfer after 7 days of registration will be charged an administrative fee of \$150.00 whether they have accessed the course or not.

The course transfer fee can be paid by emailing [info@goldenlink.com](mailto:info@goldenlink.com). Please title the email as "Transfer Request". Please include the student's full name and the course codes for both

the course the student is switching out of and into in the email.

Transfers and credits must be submitted in writing prior to the student reaching the midterm point in the course. Students are not able to transfer or receive credit for a course if the midterm point has been met. At this point, students only have the option of dropping or continuing the course.

Since all GLA courses expire 6 months from registration, students who transfer to another online course will carry over the same expiration date, i.e. the 6 months will start from the date of the original registration rather than the date of the transfer.

## **WITHDRAWALS**

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In Grades 11 and 12, all attempts, withdrawals, and repeats of courses are recorded on the Ontario Student Transcript (OST). If students in Grade 11 or 12 courses withdraw within three days following the issue of the midterm report card, the withdrawal is not recorded on the OST. If a student withdraws after three days following the issue of the midterm report card, the withdrawal is recorded on the OST by entering a “W” in the “Credit” column. The percentage grade at the time of the withdrawal is recorded in the “Grade column”.

Withdrawal from Grade 9 or 10 courses is not recorded on the OST.

## **ON-SITE TEACHER SUPERVISION**

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On-site Teacher Supervision is a unique program developed for students who need assistance staying on track with their online course(s).

With an on-site teacher, students will not only learn how to pace themselves and put together a plan for completion, they (as well as their parents) will also receive a bi-weekly updates outlining their progress in the course. This keeps students motivated and accountable to their goals.

Upon enrolment in the program, an on-site teacher will connect with the student and their parents in order to discuss the completion goals. Students can indicate any time period of completion within six months and the teacher will put together a timeline for completion. A bi-weekly check-in day will be agreed upon and the course will begin. The updates will give students and parents a very clear indication of whether or not the completion goal will be attainable. The completion goal can be adjusted as long as it remains within 6 months from

the registration date.

This program has been designed to model time management skills for students during their first course with a teacher. Upon enrolling in future courses, students will be equipped with the skills they need to teach themselves and complete their work according to whatever timeline they need to. Ultimately, students will be able to use these skills at other institutions, including post-secondary school, as well as in other aspects of their lives.

The cost for On-site Teacher Supervision is \$99 per course. Students can add this program to just one course, or multiple courses, depending on their needs. Refunds will not be provided for On-site Teacher Supervision.

## **HARDWARE/SOFTWARE REQUIREMENTS**

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Students should have the following minimum requirements to participate in GLA programs:

### **Hardware**

- A PC running Windows XP or higher or
- A Mac running OS X or
- A Chromebook running Chrome OS
- 2GB of RAM
- High speed internet connection
- A sound card with speakers or headphones
- A functional webcam and microphone
- A laptop is required for final exams written at Goldenlink campuses

*In some cases, a scanner or phone/camera may be required to submit handwritten assignments.*

### **Software**

- Adobe Reader
- Adobe Shockwave
- Adobe Flash Player
- Java
- A typical Office Suite including a word processor application, equation editor and spreadsheets (Google Docs will also suffice)
- Browser
- Mozilla Firefox 4 or higher or
- Internet Explorer 7 or higher or
- Safari 5 or higher or
- Google Chrome 11 or higher

## **END OF HANDBOOK**