Welcome to Chelan Digital Academy (CDA)

Student/Family Handbook

Getting Started in Chelan Digital Academy

The materials in this handbook have been carefully selected and prepared for you to have a great experience with CDA. They are subject to change as needs and laws change.

Students are responsible for the material in this handbook. Parents are encouraged to be familiar with the handbook to support their children. Infraction of the regulations included in this handbook will be dealt with by teachers and administration as necessary.

ACADEMIC CALENDAR 2023 - 2024

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WELCOME TO Chelan Digital Academy

Thank you for choosing to be part of Chelan Digital Academy. We are always working to do what is best for students to help them succeed academically. We can help you earn a high school diploma and start planning for your highschool and beyond future. We hope you enjoy learning with us at CDA.

Chelan Digital Academy MISSION - The mission of the CDA is to empower a community of parents, teachers, and community members in the education of students in a home learning environment by creating a learning community that offers academic and social support and prepares students for the transition to the world of work or post secondary education.

Guiding Principles

1. Every student receives a personalized education through a meaningful relationship with a teacher and multiple learning experiences.

2. Every student will receive challenging, stimulating and relevant learning experiences.

3. Learning is personalized.
4. All students can be successful.

5. Students have the flexibility to work in a schedule that is beneficial for them and enables them to progress effectively.

Values

1. Self-motivation and personal responsibility.
2. Respect for self, others and school property.
3. Integrity - honesty and accountability.
5. Exceptional work ethic.
6. Preparation and incentive for their next educational experience.

Minimum System requirements needed to run our software:

A student only needs a normal working knowledge of a laptop to effectively use our software. The software is “stand alone”, meaning you do not need additional programs or hardware or equipment to be successful.
Chelan Digital Academy Staff and Contact information

Terry Sanders - Principal
Contact information: sanderst@chelanschools.org 360-500-1296

Email anytime between 8:00-4:00 pm, Monday through Friday

TBD - Teacher
Contact Information:
Other:

TBD - Secretary and registrar
Contact information:

Student expectations – Behavior

Chelan Digital Academy school policies and student rules of conduct

The CDA community rules include all those listed in this handbook and any changes posted in the school or distributed to students and their parents and any other roles clearly communicated to students by the CDA staff. Following the Chelan Digital Academy rules is necessary to help create a supportive environment for student success.

Enrollment – To be considered for enrollment you must complete the Chelan Digital Academy application form that can be found on the Lake Chelan School District website. Upon completion, you will receive communication from staff to set up an interview with our team to cover program expectations.

Technology - Students will be issued a district owned laptop for accessing all course material and to be used to communicate with school staff. Families are responsible for loss or damage of all equipment, if any. Families are responsible for communicating with school staff if they do not have a stable internet connection at home to support online learning.
**Communication** – Since most of our students are learning in the home environment, communication must be a regular part of the school day. Your teacher will be making contact with you through, emails, phone calls, texts, online meetings and a weekly in-person check in. It is important that you respond to your teacher’s communication regularly and daily, as needed. Also, contact your teacher first if you have any questions or concerns. Staff is expected to meet face to face with a student at least once every weeks. This could include online contact.

**Support** - We want you to enjoy learning and be successful in progressing toward graduation. Your teacher and your online platform are your most important support. They will help you manage the classes, schedule your time and prepare you for upcoming challenges. If there is something specific your teacher cannot help you with, he/she has access to other teachers and professionals that can help you. If you need help, be sure to start by asking your teacher.

One of the most effective ways we can help you is through 1-1 meetings with your teacher. **On site (Chelan Digital Academy) or Video chat**

When a student arrives on site it is expected that:

1. The student is dressed appropriately. Clean, neat and comfortable to work.
2. The student is ready to learn (computer is turned on, school supplies are out and ready to be used, etc)

**Progress Reports** - Teachers will keep a running record of each student’s progress. A parent may request an updated progress report at any time. Teachers will regularly make available progress reports. Students, especially ninth grade and up, are expected to keep aware of progress toward graduation. If questions or concerns should arise, students and/or parents should contact their teacher for a review of the student’s credit.

If you have any concerns about a grade received in a class, please follow these steps: Talk with your teacher and ask for an explanation of the grade given. Ask if there is a way for the grade to be improved. If you still are not satisfied with your grade, schedule an appointment with your Principal to discuss your concerns. All grade appeals will ultimately be reviewed by an administrator if not resolved at a previous step.
**Grading Scale** - A student must achieve a 70% in order to “pass” a lesson in the Online Curriculum and move on to the next lesson, activity, project, quiz or Test. Students are expected to work with their teacher on any lessons where this is a difficulty. The Online Curriculum is “weighted” to produce a final grade as follows: Lessons are worth 40% of the final grade in the course. Quizzes are worth 25% of the final grade in the course. Projects are worth 15% of the final grade in a course. Tests are worth 20% of the final grade in a course. To better meet the expectations of the course a certified teacher has the discretion to change the grading scale after notifying the Principal.

**High School Completion** - Chelan Digital Academy will maintain its commitment to students who need more time than usual to achieve critical competencies. What matters in such a case is that the student continues to make reasonable efforts to succeed. A student who consistently fails to demonstrate commitment to earning the necessary credits and a Graduation Pathway will be encouraged to find another educational program that is better suited for the student’s academic success.

**STATE OF WASHINGTON ASSESSMENT EXAMS** - As a public school in Washington, we are required to give the State of Washington Assessments. This will be for the students in grades 9-12. Students will be informed of testing times, and **all tests will be taken on site**.

**Teacher** - The professional Teaching staff at CDA assists students in working out their educational goals, planning their classes to take for graduation, and making appropriate decisions concerning vocational, social and personal objectives during the high school years. Contact your teacher if you have any questions about classes, life stress or need help with big decisions.

**Teacher meetings** - Parents are invited to consult with the teacher concerning their sons or daughters. Conferences with the student, parent, teachers and counselors are often helpful in giving information, in planning, and in formulating goals and objectives.

**Procedure For Transferring Credit FROM AN ACCREDITED INSTITUTION OR PROGRAM**

1. New students and parents provide their Teacher with all records of previous schools and credits earned.

2. CDA will request your records from your previous school.

3. Upon receipt of a transcript from previous high school, the counselor will evaluate and assign credits consistent with CDA graduation requirements.
4. Students who transfer in during the semester will be placed in classes for which they bring withdrawal grades from the previous school.

CREDITS FROM A NON ACCREDITED INSTITUTION OR PROGRAM

1. The student and family must provide documentation that shows credit requested for transfer from a nonaccredited institution or program that meets or exceeds state of Washington and Chelan Digital Academy standards and criteria. This documentation must be provided to the school as soon as possible upon registration. A portfolio of work must be presented including, but not limited to the following:
   a. List of course titles.
   b. Documentation of seat time.
   c. Evidence of competency.
   d. Samples of work.
   e. Valid state-standardized or norm-referenced test scores.

2. Initial placement of the student will be on a conditional basis to ensure placement will occur at the appropriate level.

Attendance - What is a school day like in Chelan Digital Academy? For many students, their school day will be similar, but not identical. We do encourage students to work at a pace that is beneficial for them while getting assigned work completed on time. Daily progress is vital to your success. Talk with your teacher as to how best to schedule your work each day.

Time commitment for weekly work on lessons/units Chelan Digital Academy students are expected to spend twenty-eight (28) hours a week, or more, working on Online learning Activities. It is a requirement of Washington School Law that children between the ages of 7-18 regularly attend school. Research shows that excessive absences have a negative effect on grades and learning.

Absence Policy - If a student does not log in for a minimum of three times a week they will be considered absent.

Ten (10) day drop policy – If a student has ten consecutive unexcused absences, that student must be dropped from our rolls. The family will be notified each day the child is absent, unless the parent has communicated with the teacher to excuse the absence. Parents may be required to produce a doctor’s note if excessive absences are caused by chronic illness.
Lack of progress Policy - In the event that the teacher feels a student’s progress is being hindered by excessive excused absences or poor work habits, the teacher will initiate a referral to the Principal and make contact with the home. A parent conference, student contract or course load adjustment may result.

Family Vacation Policy - Chelan Digital Academy requests that families schedule vacations or special programs so as not to conflict with school. In the case of a planned absence, the student must consult with his/her teacher ahead of time. CDA will need advanced notification of family plans that will cause a student to miss days to work on academics so that arrangements can be made by the teacher to help keep the student in good academic standing.

Excused Absence Policy - The following are acceptable reasons for an absence to be excused

1. Student illness
2. Illness in the student’s immediate family if it prevents the student from completing work.
3. A medical or family emergency
4. Dentist or doctor appointment
5. Other reasons where satisfactory arrangements have been made in advance (see Pre-Arranged Absences)
6. In the event of an absence which has not been pre-arranged, the parent is responsible to notify the teacher within two consecutive school days following the student’s return to school. Notice may be in writing, email or by telephone or text. Please include the student’s first and last name on all notes or messages. The spelling of the last name on messages is also helpful.

Unexcused Absence Policy - Any absence that is not communicated with the teacher or does not apply to the list above will be considered an unexcused absence. Parents will have 1 week after an absence to excuse the absence of a student.

School-Sponsored Events - Students at all school sponsored events are governed by Chelan Digital Academy and Lake Chelan School District rules and regulations and are subject to the authority of CDA
officials wherever the event. Students are also reminded that they are subject to discipline for conduct while traveling to and from activities.

Student Behavior - Internet communication with teacher policy - As Chelan School of Innovation has a goal of educating its students in effective written communications skills, it is expected that a student will use complete sentences and abstain from any form of vulgarity, typical Messenger abbreviations, or inappropriate subjects. This includes emails and message board postings.

Plagiarism - Chelan Digital Academy students are expected to do their own work and cite the work of others as appropriate. Plagiarism is the willful presentation of some else’s previously written, published, or copyrighted material as one’s own. Such material may include work that appears in print, on-line, or in audio or video formats. Copying work from another student may be regarded as plagiarism if done without consent and if credit is not given to the original writer. Penalties for plagiarism may include failing the assignment in question, failing the course or project, failing the trimester, or being subject to expulsion. CDA may choose at its discretion to employ plagiarism-detection software.

Cheating - Chelan Digital Academy expects any student's individual work to be solely the result of his/her own effort. The penalty for cheating may include failing the assignment, project or exam in question, failing the course, or doing alternative assignments to gain credit.

Discipline

Overview of Disciplinary Consequences
The purpose of disciplinary action at Chelan Digital Academy is to ensure that both the individual students and the Chelan Digital Academy community stay focused on growth and learning. Depending on the nature of the infraction and the student’s past performance, any or all of the following consequences may be instituted:

* Student warning: oral or written: Immediate resolution of the problem or issue is expected.

* Parent Notification: Prompt resolution of the problem or issue is expected. Parent phone-calls or conferences may result in the student signing a written commitment to improve behavior and/or performance.

* Academic consequence: Infractions that are primarily academic in nature, such as non-participation in school work, may result in students receiving a lower grade and/or a student contract designed to help the student improve.

* Confiscation of Chelan Digital Academy equipment: including the laptop computer, for a length of time to be determined by NWAllprep administrators.
*Contract:* Occasionally, a student contract will be written to agree on a course of Action and determine goals for improvement. This is especially true in disciplinary circumstances in which suspension or expulsion is trying to be avoided.

*Dismissal:* Chelan Digital Academy believes that our school offers an array of options that will benefit many students from a multitude of backgrounds and living in a variety of situations. We are aware that not every student will be able to be successful in the programs we offer. It is our true desire to have students succeed in our school. If the student cannot perform to the necessary level, then a change may be necessary. In this rare case, we will strategize with the student and family to find a situation that is better suited to the student’s success.

**Student Discipline Potential Issues**

The following are typical issues that may be dealt with through disciplinary action. It is not intended to be a complete list

- Little or no work completed
- Failure to appear for in-person school visits
- Inappropriate interaction / communication with staff
- Violation of state laws
- Inappropriate communication with another student
- Cyber-bullying
- Not prepared for site visits
- Giving false information to staff personnel.
- Plagiarism/ Cheating
- No communication with teacher
- Computer Abuse

**Student Rights & Responsibilities**

State of Washington law prohibits the existence of any secret society in public schools. A secret society is an organization composed of students which has an element or purpose which is concealed from the public and shared only confidentially among members of the organization. This would include creating an online group for illegal or inappropriate reasons.

**Threats and Intimidation** - Any student who engages in conduct, by word or Action, that constitutes threats or intimidation will be subject to immediate disciplinary Action. For those students who, by their written or spoken statements, are threatening to harm others by using firearms, explosive devices, or deadly and dangerous weapons, appropriate law enforcement officials shall be notified. Students should immediately inform a teacher, counselor, or administrator regarding any threat or intimidation of students.
**FERPA Student Records** - FERPA (Family Education Rights and Privacy SLC) was enacted in 1974. It is a set of regulations that applies to those institutions that receive funding from the Department of Education. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records. An education record is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and others. How Does This Regulation Affect You? Directory Information The release and sharing of directory information between school districts and within the school system is necessary for educational programs and communication. Directory information is contained in an educational record of a student and would not generally be considered harmful or an invasion of privacy if disclosed. Although its release may not be seen as harmful, NW Allprep recognizes the confidentiality of this information. The following categories are designed as directory information and may be released to the public with the approval of the Director or designee: • Student's name, address and telephone number • Student's photograph • Date and place of birth • Major field of study • Participation in officially recognized sports and Activities • Weight and height of athletic team members • Dates of attendance • Degrees or awards received • Most recent previous school attended • Student information released to Guardian listed on our Student Management System only. A parent or eligible student has the following rights regarding student records: 1. To inspect and review the student's education records. The procedures to inspect or review student records are outlined in School Regulations and General Information for Parents and Students, available in the main office. 2. To request the amendment of the student's education record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. 3. To request exclusions from any or all directory categories named as directory information, the request must be submitted in writing to appropriate school officials by the parent/legal guardian, student 18 years of age, or emancipated student within 15 days of the annual public notice.

The student must give written permission to allow the release the following: Student number, Grades/Exam Scores , Grade Point Average, Social Security Number, Parent Address/Phone, Detail of Registration Information (i.e., courses, times), Race, Ethnicity, or Nationality , Gender, Date of Birth, Total Credits, Number of Credits Enrolled in a Quarter, Emergency Contact

The public posting of grades either by the student's name, student number, or social security number without the student's written permission is a violation of FERPA. If an instructor wants to post grades, then a system needs to be put in place that ensures FERPA requirements are met. The instructor may also obtain the student's uncoerced written permission or use code words or randomly assigned numbers that only the instructor and individual student know.

Notification of grades via email is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

Employment records are not education records, unless employment is conditional upon the individual
being a student.

THE CORE RULES OF NETIQUETTE

Students are expected to follow the Core Rules of Netiquette

The Core Rules of Netiquette are excerpted from the book Netiquette by Virginia Shea. They are used here by permission.

Introduction

by Virginia Shea

What is Netiquette? Simply stated, it's network etiquette -- that is, the etiquette of cyberspace. And "etiquette" means "the forms required by good breeding or prescribed by authority to be required in social or official life." In other words, Netiquette is a set of rules for behaving properly online.

When you enter any new culture -- and cyberspace has its own culture -- you're liable to commit a few social blunders. You might offend people without meaning to. Or you might misunderstand what others say and take offense when it's not intended. To make matters worse, something about cyberspace makes it easy to forget that you're interacting with other real people -- not just ASCII characters on a screen, but live human characters.

So, partly as a result of forgetting that people online are still real, and partly because they don't know the conventions, well meaning cybernauts, especially new ones, make all kinds of mistakes.

Rule 1: Remember the human

The golden rule your parents and your kindergarten teacher taught you was pretty simple: Do unto others as you'd have others do unto you. Imagine how you'd feel if you were in the other person's shoes. Stand up for yourself, but try not to hurt people's feelings.

In cyberspace, we state this in an even more basic manner: Remember the human.

When you communicate electronically, all you see is a computer screen. You don't have the opportunity to use facial expressions, gestures, and tone of voice to communicate your meaning; words -- lonely written words -- are all you've got. And that goes for your correspondent as well.

When you're holding a conversation online -- whether it's an email exchange or a response to a discussion group posting -- it's easy to misinterpret your correspondent's meaning. And it's frighteningly easy to forget that your correspondent is a person with feelings more or less like your own.

It's ironic, really. Computer networks bring people together who'd otherwise never meet. But the impersonality of the medium changes that meeting to something less -- well, less personal. Humans
exchanging email often behave the way some people behind the wheel of a car do: They curse at other drivers, make obscene gestures, and generally behave like savages. Most of them would never act that way at work or at home. But the interposition of the machine seems to make it acceptable. The message of Netiquette is that it's not acceptable. Yes, use your network connections to express yourself freely, explore strange new worlds, and boldly go where you've never gone before. But remember the Prime Directive of Netiquette: Those are real people out there.

Would you say it to the person's face?

Writer and Macintosh evangelist Guy Kawasaki tells a story about getting an email from some fellow he's never met. Online, this fellow tells Guy that he's a bad writer with nothing interesting to say.

Unbelievably rude? Yes, but unfortunately, it happens all the time in cyberspace.

Maybe it's the awesome power of being able to send mail directly to a well-known writer like Guy. Maybe it's the fact that you can't see his face crumple in misery as he reads your cruel words. Whatever the reason, it's incredibly common.

Guy proposes a useful test for anything you're about to post or mail: Ask yourself, "**Would I say this to the person's face?**" If the answer is no, rewrite and reread. Repeat the process till you feel sure that you'd feel as comfortable saying these words to the live person as you do sending them through cyberspace.

Of course, it's possible that you'd feel great about saying something extremely rude to the person's face. In that case, Netiquette can't help you. Go get a copy of Miss Manners' Guide to Excruciatingly Correct Behavior.

Another reason not to be offensive online

When you communicate through cyberspace -- via email or on discussion groups -- your words are written. And chances are they're stored somewhere where you have no control over them. In other words, there's a good chance they can come back to haunt you.

Never forget the story of famous email user Oliver North. Ollie, you'll remember, was a great devotee of the White House email system, PROFS. He diligently deleted all incriminating notes he sent or received. What he didn't realize was that, somewhere else in the White House, computer room staff were equally diligently backing up the mainframe where his messages were stored. When he went on trial, all those handy backup tapes were readily available as evidence against him.

You don't have to be engaged in criminal activity to want to be careful. Any message you send could be saved or forwarded by its recipient. You have no control over where it goes.

**Rule 2: Adhere to the same standards of behavior online that you follow in real life** In real life, most people are fairly law-abiding, either by disposition or because we’re afraid of getting caught. In cyberspace, the chances of getting caught sometimes seem slim. And, perhaps because people
sometimes forget that there's a human being on the other side of the computer, some people think that a lower standard of ethics or personal behavior is acceptable in cyberspace. The confusion may be understandable, but these people are mistaken. Standards of behavior may be different in some areas of cyberspace, but they are not lower than in real life. Be ethical, don't believe anyone who says, "The only ethics out there are what you can get away with." This is a book about manners, not about ethics. But if you encounter an ethical dilemma in cyberspace, consult the code you follow in real life. Chances are good you'll find the answer. One more point on Netiquette ethics: If you use shareware, pay for it. Paying for shareware encourages more people to write shareware. The few dollars probably won't mean much to you, and they benefit all of cyberspace in the long run. Breaking the law is bad Netiquette if you're tempted to do something that's illegal in cyberspace, chances are it's also bad Netiquette. Some laws are obscure or complicated enough that it's hard to know how to follow them. And in some cases, we're still establishing how the law applies to cyberspace. Netiquette mandates that you do your best to act within the laws of society and cyberspace.

**Rule 3: Know where you are in cyberspace**

Netiquette varies from domain to domain

What's perfectly acceptable in one area may be dreadfully rude in another. For example, in most TV discussion groups, passing on idle gossip is perfectly permissible. But throwing around unsubstantiated rumors in a journalists' mailing list will make you very unpopular there.

And because Netiquette is different in different places, it's important to know where you are. Thus the next corollary:

**Lurk before you leap**

When you enter a domain of cyberspace that's new to you, take a look around. Spend a while listening to the chat or reading the archives. Get a sense of how the people who are already there act. Then go ahead and participate.

**Rule 4: Respect other people's time and bandwidth**

It's a cliché that people today seem to have less time than ever before, even though (or perhaps because) we sleep less and have more labor-saving devices than our grandparents did. When you send email or post to a discussion group, you're taking up other people's time (or hoping to). It's your responsibility to ensure that the time they spend reading your posting isn't wasted.

The word "bandwidth" is sometimes used synonymously with time, but it's really a different thing. Bandwidth is the information-carrying capacity of the wires and channels that connect everyone in cyberspace. There's a limit to the amount of data that any piece of wiring can carry at any given moment -- even a state-of-the-art fiber-optic cable. The word "bandwidth" is also sometimes used to refer to the storage capacity of a host system. When you accidentally post the same note to the same newsgroup five times, you are wasting both time (of the people who check all five copies of the posting) and bandwidth (by sending repetitive information over the wires and requiring it to be stored somewhere).

You are not the center of cyberspace
Presumably, this reminder will be superfluous to most readers. But I include it anyway, because when you're working hard on a project and deeply involved in it, it's easy to forget that other people have concerns other than yours. So don't expect instant responses to all your questions, and don't assume that all readers will agree with -- or care about -- your passionate arguments.

**Rules for discussion groups**

Rule 4 has a number of implications for discussion group users. Most discussion group readers are already spending too much time sitting at the computer; their significant others, families, and roommates are drumming their fingers, wondering when to serve dinner, while those network maniacs are catching up on the latest way to housebreak a puppy or cook zucchini.

And many news-reading programs are slow, so just opening a posted note or article can take a while. Then the reader has to wade through all the header information to get to the meat of the message. No one is pleased when it turns out not to be worth the trouble. See "Netiquette for Discussion Groups" on page 65 for detailed rules.

To whom should messages be directed? (Or why "mailing list" could become a dirty word)

In the old days, people made copies with carbon paper. You could only make about five legible copies. So you thought good and hard about who you wanted to send those five copies to.

Today, it's as easy to copy practically anyone on your mail as it is not to. And we sometimes find ourselves copying people almost out of habit. In general, this is rude. People have less time than ever today, precisely because they have so much information to absorb. Before you copy people on your messages, ask yourself whether they really need to know. If the answer is no, don't waste their time. If the answer is maybe, think twice before you hit the send key.

**Rule 5: Make yourself look good online**

Take advantage of your anonymity

I don't want to give the impression that the net is a cold, cruel place full of people who just can't wait to insult each other. As in the world at large, most people who communicate online just want to be liked.

Networks -- particularly discussion groups - let you reach out to people you'd otherwise never meet. And none of them can see you. You won't be judged by the color of your skin, eyes, or hair, your weight, your age, or your clothing.

You will, however, be judged by the quality of your writing. For most people who choose to communicate online, this is an advantage; if they didn't enjoy using the written word, they wouldn't be there. **So spelling and grammar do count.**

If you're spending a lot of time on the net and you're shaky in these areas, it's worth brushing up on them. There are plenty of books available, but you'll learn more -- and possibly have more fun -- if you take a course. If you're an older adult , you don't have to take a "bonehead grammar" course with a bunch of bored teenagers. Instead, look for courses on proofreading and copyediting; they usually cover the basic rules of grammar pretty thoroughly, and they'll be filled with motivated students who are
there because they want to be. Check your local community college and university extension catalogs --
you'll be amazed at what they offer. A side benefit is that taking courses involves meeting people you
can actually see.

Know what you're talking about and make sense

Pay attention to the content of your writing. Be sure you know what you're talking about -- when you
see yourself writing "it's my understanding that" or "I believe it's the case," ask yourself whether you
really want to post this note before checking your facts. Bad information propagates like wildfire on the
net. And once it's been through two or three iterations, you get the same distortion effect as in the
party game "Operator": Whatever you originally said may be unrecognizable. (Of course, you could take
this as a reason not to worry about the accuracy of your postings. But you're only responsible for what
you post yourself, not for what anyone else does with it.)

In addition, make sure your notes are clear and logical. It's perfectly possible to write a paragraph that
contains no errors in grammar or spelling, but still makes no sense whatsoever. This is most likely to
happen when you're trying to impress someone by using a lot of long words that you don't really
understand yourself. Trust me -- no one worth impressing will be impressed. It's better to keep it simple.

Don't post flame-bait

Finally, be pleasant and polite. Don't use offensive language, and don't be confrontational for the sake
of confrontation.

Q. Is swearing acceptable on the net?

Only in those areas where sewage is considered an art form, e.g., the USENET newsgroup alt.tasteless.
Usually, if you feel that cursing in some form is required, it's preferable to use amusing euphemisms like
"effing" and "sugar." You may also use the classic asterisk filler -- for example, s***. The archness is
somehow appropriate to the net, and you avoid offending anyone needlessly. And everyone will know
exactly what you mean.

Rule 6: Share expert knowledge

Finally, after all that negativity, some positive advice.

The strength of cyberspace is in its numbers. The reason for asking questions online is that a lot of
knowledgeable people are reading the questions. And if even a few of them offer intelligent answers, the
sum total of world knowledge increases. The Internet itself was founded and grew because scientists
wanted to share information. Gradually, the rest of us got in on the act.

So do your part. Despite the long lists of no-no's in this book, you do have something to offer. Don't be
afraid to share what you know.

It's especially polite to share the results of your questions with others. When you anticipate that you'll
get a lot of answers to a question, or when you post a question to a discussion group that you don't visit
often, it's customary to request replies by email instead of to the group. When you get all those
responses, write up a summary and post it to the discussion group. That way, everyone benefits from
the experts who took the time to write to you.

If you're an expert yourself, there's even more you can do. Many people freely post all kinds of resource lists and bibliographies, from lists of online legal resources to lists of popular UNIX books. If you're a leading participant in a discussion group that lacks a FAQ, consider writing one. If you've researched a topic that you think would be of interest to others, write it up and post it. See "Copyright in Cyberspace" on a google search for a few words on the copyright implications of posting research.

Sharing your knowledge is fun. It's a long-time net tradition. And it makes the world a better place.

**Rule 7: Help keep flame wars under control**

"Flaming" is what people do when they express a strongly held opinion without holding back any emotion. It's the kind of message that makes people respond, "Oh come on, tell us how you really feel." Tact is not its objective.

Does Netiquette forbid flaming? Not at all. Flaming is a long-standing network tradition (and Netiquette never messes with tradition). Flames can be lots of fun, both to write and to read. And the recipients of flames sometimes deserve the heat.

But Netiquette does forbid the perpetuation of flame wars -- a series of angry letters, most of them from two or three people directed toward each other, that can dominate the tone and destroy the camaraderie of a discussion group. It's unfair to the other members of the group. And while flame wars can initially be amusing, they get boring very quickly to people who aren't involved in them. They're an unfair monopolization of bandwidth.

**Rule 8: Respect other people's privacy**

Of course, you'd never dream of going through your colleagues' desk drawers. So naturally you wouldn't read their email either.

Unfortunately, a lot of people would. This topic actually rates a separate section. For now, here's a cautionary tale. I call it

**The case of the snoopy foreign correspondent**

In 1993, a highly regarded foreign correspondent in the Moscow bureau of the Los Angeles Times was caught reading his coworkers' email. His colleagues became suspicious when system records showed that someone had logged in to check their email at times when they knew they hadn't been near the computer. So they set up a sting operation. They planted false information in messages from another one of the paper's foreign bureaus. The reporter read the notes and later asked colleagues about the false information. Bingo! As a disciplinary measure, he was immediately reassigned to another position at the paper's Los Angeles bureau.

The moral: Failing to respect other people's privacy is not just bad Netiquette. It could also cost you your job.

**Rule 9: Don't abuse your power**
Some people in cyberspace have more power than others. There are wizards in MUDs (multi-user dungeons), experts in every office, and system administrators in every system.

Knowing more than others, or having more power than they do, does not give you the right to take advantage of them. For example, no one should ever read private email.

**Rule 10: Be forgiving of other people's mistakes**

Everyone was a network newbie once. And not everyone has had the benefit of reading this book. So when someone makes a mistake -- whether it's a spelling error or a spelling flame, a stupid question or an unnecessarily long answer -- be kind about it. If it's a minor error, you may not need to say anything. Even if you feel strongly about it, think twice before reacting. Having good manners yourself doesn't give you license to correct everyone else.

If you do decide to inform someone of a mistake, point it out politely, and preferably by private email rather than in public. Give people the benefit of the doubt; assume they just don't know any better. And never be arrogant or self-righteous about it. Just as it's a law of nature that spelling flames always contain spelling errors, notes pointing out Netiquette violations are often examples of poor Netiquette.

**Technology Issues**

**Troubleshooting basic computer problems.**

**Computer doesn't turn on:** Check power supply. Make sure the power cord is connected to a working outlet and that it is connected to the power supply. Make sure the power brick is connected to the computer and that the light on the brick is green (if it has one). **Check for faulty battery (if you have access)** - Unplug power supply connector from computer. Remove battery (turn over the computer. push lock. slide out battery) Plug in the power supply with the battery removed and try to start the computer. If power is restored then the battery needs to be replaced. The computer should operate fine with just AC power while the battery is unplugged.

**Cannot access internet web pages** - Check connections! Consult your hardware documentation. Check Start> Control Panel> Network Connections - Your connection should say "enabled". If not, consult your internet service provider for help with the problem. If you have more than one network connection listed, make sure the proper one is selected.

Computer hardware or software not operating properly: Restart the computer and try again

Prior to calling your teacher or technical support, please write down any error messages. Also, please write down which programs or computer components are not operating properly. This speeds the repair process.

AVOID POTENTIAL PROBLEMS * If problems arise on your computer that makes it difficult or impossible to operate, the computer can be reimaged to its original configuration. Any programs and data that you have added will be lost.
**Viruses** - Your computer may have come with a commercial anti-virus program. It can be activated for an annual fee. The family is responsible for this expense. There are free antivirus programs available for download. Control Panel > Add or Remove Programs. Keep virus protection up to date. A good rule of thumb: Do what the antivirus program suggests.

**E-mail attachments from unknown senders.** Attachments can contain viruses, worms, and other bad guys. Spy ware: Windows service pack 2 is installed on your computer. Keeping the firewall and pop-up blockers enabled will improve your chances of avoiding spyware. Anti spyware programs are available for download. Installing and using anti spyware software will help avoid problems. Limit web surfing and file sharing. Backup your data. Back up your schoolwork to an external device, such as a USB flash memory. Doing this protects your personal files if the computer requires reimaging or repair. Simply copy the entire contents of My Documents folder to the USB drive. There are commercially available programs that will limit what websites can be visited.

**FAQs - Frequently Asked Questions**

**What are some ways to be successful in CDA?** Work on lessons every day. Learn something new every day. Ask questions. Communicate with your teacher and parents about what you are learning. Keep a journal. **Take notes.** Ask your teacher about being rewarded for notes!

**Can I take classes at my local public school or other school?** We do everything to help a student have the experiences that will help learning. As a student enrolled in CDA, your administrator may be allowed to work with your local school to arrange this opportunity. We will try to work with the other school, but the final decision is with the local school’s principal or District Office.

**Can we change classes if needed?** Yes. If a level is too easy or too challenging, we can accommodate a change. Work with your teacher to help with adjusting to the appropriate academic level.

**Can we substitute a lesson to unit for one that has been assigned?** If there is an assignment on a particular subject you do not want your child to learn, we can accommodate another assignment in its place. If there is another curriculum you would prefer in a subject, you may choose to use that curriculum. However, it must be approved by the school PRIOR to the beginning of the unit and you must supply your teacher with finished work weekly. Otherwise, you will not receive credit for that subject/unit.

**Parents/ Guardians**

**Expectations of students and family** - As a member of the Chelan Digital Academy community, you are expected to commit yourself fully to your own personal growth and learning. This school cannot be successful without the hard work and dedication of the student and the student’s
parent/guardian. The parents/guardians must take an active role in the student’s school career.

PARENT EXPECTATIONS:

1. Provide an organized, quiet place for study and academic work. Students of all ages need a place to focus and learn. If your home is not able to provide an adequate space for your child to learn, try to find a place that is easy to access and is available. Possibilities are a local library and or a neighbor who also has a student learning in the home, some churches or a coffee shop.

2. Seek to know the classes and units in which your child is working. Your teacher will be able to provide information on what classes your child is enrolled in and the expectations for completion of school work. Be sure to ask if you have any questions and talk with your child every school day about what they are learning.

3. Know your child’s daily progress.

4. Get to know the teacher(s) your child is in communication with. Make sure you have all necessary contact information easy to find. If you have questions regarding the curriculum, the computer, internet connection or other educational options, please contact your teacher. If there is any information that will be helpful for your teacher to know, please don’t hesitate to share pertinent information.

5. Let your child know you support them and want them to be a strong learner. The best support a child can have is support from the home front. Tell your child when you are proud of their work, you believe in their ability and other encouraging words.

6. Ask your child if there is something you can do to help (provide tutoring, dictionaries, other references).

7. Recognize your child’s qualities and reward good behavior.

8. Help your child assess personal strengths and weaknesses and encourage him/her not to avoid the subjects she finds to be most challenging.

9. Monitor schoolwork and proper computer usage. (PE logs daily reading, journaling, computer progress)

10. Remove potential distractions such as IPOD, phone, turn off the television, etc.

11. Do your best to provide a breakfast for your child and as often as possible, try to have a sit down dinner.

12. Establish a school work schedule

**Student/Parent feedback**

Parents and students may be asked to give feedback to the teacher/mentor and the school, in general, through oral, written and online surveys. Your feedback and suggestions are very important in ensuring a
quality program for the students in our school.

In addition to the surveys students and parents are encouraged to give feedback to the teacher whenever an issue arises.

Parents, students and staff are used in assessing course effectiveness including feedback that is solicited about the quality of the course design, content, instruction, support systems, and infrastructure from students, parents, and school staff; findings are used as a basis for improvement.

**Parent/Student/Family Concerns**

Should an issue arise, or concern arise we encourage, as a first step, parents communicate the concern with their assigned advising teacher. Most issues are resolved by talking to the advising teacher, but if a family is not satisfied with the issue resolution they are encouraged to call, text or email, the principal. If the issue is still not resolved to satisfaction then the family should call the Chelan Digital Academy administrator at 509-888-8749

I have read and understand the above expectations and agree to abide by them. Failure to do so may result in disciplinary action or removal from the program.

**Student Signature** ________________________________

**Parent/Guardian Signature** _____________________