



GOLDENLINK ACADEMY

ONLINE STUDENT HANDBOOK

2026-2027

This Online School Handbook provides general information about Goldenlink Academy's online secondary school courses, policies, and procedures. For specific and up-to-date details on course offerings and requirements, please refer to the official Goldenlink Academy School Course Calendar and the policies published by the Ontario Ministry of Education, which shall take precedence in the event of any discrepancy.

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ONLINE COURSES

Goldenlink Academy (GLA) offers online Ontario Secondary School courses approved by the Ministry of Education. Students are able to access course materials, homework, and assessments online through the Goldenlink learning platform. An online communication tool enables teachers and students to stay connected, providing regular updates and assessment feedback throughout each course. Course content is delivered through a series of instructional videos, which students can access at any time during the course.

Assessment and evaluation of student achievement are based on the expectations outlined in the Ontario Curriculum, and are conducted in accordance with the policies and practices described in Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition, covering Grades 1 to 12 (2010), Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, and subsequent updates published by the Ministry of Education on Ontario.ca.

It is important for students to remain connected to the curriculum; as a result, Goldenlink Academy has worked hard to make online lessons engaging and productive, helping all learners develop the knowledge and skills required for success.

TEXTBOOKS/E-BOOKS

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.

PREREQUISITE DOCUMENTATION

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 info@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

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 and expectations for regular engagement with the course. Students are also directed to review the Online Student Handbook, which outlines expectations for consistent participation, login activity, and course progress throughout the six-month completion period.

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 15 days enrollment for students to be eligible for a midterm report card and 30 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. 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 info@goldenlink.com for more details.

TEACHER CONTACT

Goldenlink Academy’s online teachers are available to students through the online learning platform. Students should use the built-in communication tool within the learning environment; students and teachers should not communicate via external email addresses, as messages sent outside the platform may not be received and could result in miscommunication. Teachers will not connect with students by personal phone — all communication should take place online or through official school channels.

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

Students are welcome to send internal messages to their teacher at any time; teachers will respond within 48 hours, though response times may be slightly longer during peak periods or holidays. If a student needs an immediate answer regarding course content, we recommend checking the course’s discussion forums first, as the question may have already

been asked and answered there. If a student experiences a lack of response from their teacher, they should contact info@goldenlink.com to report the issue.

Course teachers will provide real-time online support to the student during the scheduled office hour. 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. We recommend students to book an appointment when they have 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 five 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.

ACCEPTABLE USE POLICY

Goldenlink Academy Online is committed to providing a safe, respectful, and productive online learning environment. All students, and where applicable their parents/guardians, are required to review and agree to this Acceptable Use Policy prior to accessing the Goldenlink learning platform and course materials. This policy applies to all use of GLA's online learning platform, communication tools, and any technology provided by or accessed through Goldenlink Academy.

APPROPRIATE USE

Students agree to use the Goldenlink learning platform and communication tools solely for purposes related to their coursework and academic progress. The platform may not be used for any commercial, recreational, or unlawful purpose, or to copy, reproduce, or distribute course content outside of its intended educational use.

COMMUNICATION AND CONDUCT

All communication with teachers and school staff must take place through the platform's

built-in communication tool or official school channels, as outlined in the Teacher Contact section of this handbook. Students are expected to communicate respectfully at all times. Cyberbullying, harassment, threatening language, or any form of abusive conduct directed at teachers, staff, or other students will not be tolerated and may result in disciplinary action.

ACADEMIC INTEGRITY

All work submitted through the platform, including assignments, quizzes, tests, and exams, must be the student's own original work, in accordance with Goldenlink Academy's Academic Integrity Policy. Students may not share login credentials, allow another individual to complete coursework on their behalf, or attempt to access another student's account or work.

MONITORING AND PRIVACY

Goldenlink Academy reserves the right to monitor and review activity on its learning platform and communication tools, including messages, submitted work, and login activity, to ensure compliance with this policy and to support academic integrity and student safety.

CONSEQUENCES OF VIOLATIONS

Violations of this Acceptable Use Policy may result in consequences up to and including restricted platform access, parental/guardian notification, disciplinary action in accordance with school policy, or removal from a course.

COMMUNITY INVOLVEMENT

For the community involvement requirements and procedures, students should refer to the Goldenlink Academy School Course Calendar.

ONTARIO SECONDARY SCHOOL LITERACY COURSE

Goldenlink Academy offers Ontario Secondary School Literacy course.

LOGIN, ATTENDANCE AND ACTIVITY EXPECTATIONS

ATTENDANCE/LOGINS

Consistent attendance and active participation are essential to student success in an online learning environment. Goldenlink Academy Online defines attendance based on three components: the frequency and consistency of student log-ins to the learning platform, the number of hours spent on course activities (each course is designed for 110 hours of instruction), and the completion of Student Learning Logs, which students submit regularly to help self-monitor their progress, interaction, and achievement throughout the course.

In accordance with the Ontario Ministry of Education's updated assessment and evaluation requirements (effective September 2026), attendance and participation form part of a student's final course mark: 15% for Grade 9 and 10 courses, and 10% for Grade 11 and 12 courses.

As Goldenlink Academy's online courses are self-paced rather than delivered through scheduled classes, attendance and participation are assessed based on a student's regular login activity, course engagement, and progress through course content, in place of the traditional in-person attendance measure.

Students are expected to complete their course within 6 months of registration but are free to work at a faster pace. It is recommended that students log into their course at least ten (10) hours per week, and students should log in at least three (3) times per week to stay on track with course content and maintain consistent engagement.

The school administration staff will inform parents/guardians and students of login expectations and, where appropriate, the timelines for completing activities and assignments.

Assessment criteria for attendance and participation

Attendance and participation marks are determined as follows, based on the student's login consistency, lesson completion progress, and engagement with course activities (e.g., discussion forums, assignments):

Level 4 (80% to 100%)

The student consistently:

- logs in regularly and participates in course discussion forums
- contributing ideas and asks relevant questions
- respects the contributions of others
- contributes to fostering a positive online learning community

Level 3 (70% to 79%)

The student generally:

- logs in regularly and participates in course discussion forums
- contributing ideas and asks relevant questions
- respects the contributions of others
- contributes to fostering a positive online learning community

Level 2 (60% to 69%)

The student occasionally:

logs in regularly and participates in course discussion forums
contributing ideas and asks relevant questions
respects the contributions of others
contributes to fostering a positive online learning community

Level 1 (50% to 59%)

The student infrequently:

logs in regularly and participates in course discussion forums
contributing ideas and asks relevant questions
respects the contributions of others
contributes to fostering a positive online learning community

Below Level 1 (less than 50%)

The student does not:

logs in regularly and participates in course discussion forums
contributing ideas and asks relevant questions
respects the contributions of others
contributes to fostering a positive online learning community

Teachers monitor student participation and course progress on an ongoing basis and work collaboratively with students to support consistent, meaningful engagement. Where concerns arise, teachers will reach out to the student directly to offer support and encouragement before escalating the matter further. If a student continues to show an extended period of inactivity or fails to log in as expected, Goldenlink Academy's administration will become involved, which may include contact parental/guardian, establishing a participation contracts, or, in continued cases of inactivity, removing the student from the course. The school is committed to working proactively with students and families to identify and address participation concerns as early as possible.

Students are encouraged to establish a personal completion timeline at the beginning of the course, which is communicated to their parents and the school. Parents and students requiring additional structure may enroll in the One-on-One Progress Coaching program, described later in this handbook, through which a dedicated teacher works with the student and family to set a personalized timeline and provide progress updates.

Students who do not complete their course within the six-month period will be removed from the course, unless there is a unique circumstance that can be verified with appropriate documentation.



COURSE PROGRESSION

Students are required to complete lessons in sequential order and may not skip ahead or complete lessons out of order. This ensures that learning builds progressively and that students have mastered the foundational content before moving on to more advanced material.

Assignments are required to be submitted in sequential order, one at a time. This allows learners to review and apply feedback received from the teacher before proceeding to the next assignment.

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 for 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.

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 info@goldenlink.com for more information.

ACADEMIC INTEGRITY POLICY

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

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

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

Students who copy information from their course, notes, or any other source and present it as their own work will receive a grade of zero on the entire assessment. Answers that closely resemble those provided in the course content will be reviewed to determine, within reason, whether they could reasonably have been committed to memory.

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

Students will be required to answer questions on quizzes, tests, and exams via video.

FINAL EXAM

Completion of the final exam is a requirement for earning credit in any course at Goldenlink Academy Online. Exams must be written pen-to-paper and in person at Goldenlink Academy, or at another location if required. If the final exam is conducted online, it must take place in the continuous presence of an approved proctor. A proctor is any professional adult willing

to sit with the student to administer and supervise the exam, ensuring that all exam procedures are properly followed.

Students with health concerns or concussions will still be required to write their final exams; however, accommodations will be made to support them. Please contact the Goldenlink Academy Online office at info@goldenlink.com to discuss further, as these situations 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 final exam performance, Goldenlink Academy Online reserves the right to investigate the situation, which may include re-writing unit tests, re-submitting assignments, and/or a web conference discussion of the final exam content. Goldenlink Academy Online also reserves the right to remove a student from a course without credit in cases where a severe level of academic dishonesty has been found.

VIDEO ASSESSMENT

Many courses have 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

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 info@goldenlink.com. The final exam might take two to three hours.

Option 2: Arrange Your Own Proctor

You are permitted to arrange your 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.

ASSESSMENT AND EVALUATION

For the complete Assessment and Evaluation strategies, students and parents/guardians can refer to Goldenlink Academy School Course Calendar.

REPORT CARDS AND TRANSCRIPTS

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 info@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, listing all courses taken in high school, along with the grades received and any certificate conferred. A report card, on the other hand, outlines the courses completed, grades, learning skills, and teacher comments for a specific reporting period.

Only a student's home school can generate a transcript. Students who are not enrolled 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.

A student's official transcript is retained in the GLA office for fifty-five (55) years after the student retires from the school. If a student requires an official transcript to be sent to a post-secondary institution for admissions purposes, GLA will forward the official transcript directly to each requested institution.

For more details, email info@goldenlink.com.

REFUNDS, CREDITS, AND TRANSFERS

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. 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.

ONE-ON-ONE PROGRESS COACHING

One-on-One Progress Coaching is a program designed for students who need extra support staying on track with their online course(s).

A dedicated teacher works with the student to develop a personalized completion timeline (within six months of registration) and helps them build effective pacing and time-management skills. Students and parents receive bi-weekly progress updates, which keep students motivated and accountable while providing a clear picture of whether the completion goal remains attainable. Completion goals can be adjusted, provided they remain within the six-month window from the registration date.

This program is designed to model time-management skills during a student's first course with their dedicated teacher, equipping them to work independently and manage their own pace in future courses — a skill that carries over to post-secondary studies and beyond.

The cost for One-on-One Progress Coaching is \$99 per course, and it can be added to one or multiple courses as needed. Refunds are not provided for this service.

HARDWARE/SOFTWARE REQUIREMENTS

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

Software

- Adobe Reader
- Adobe Shockwave
- Adobe Flash Player



- 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.

- 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