



Student Handbook  
2021/2022

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## Welcome to GlobalED Solutions 2021-2022

### Dear Students and Parent(s)/Guardian(s),

Welcome to this wonderful opportunity! We are thrilled to support and impact our young people's futures in such a positive way. It is our priority to provide students with the tools necessary to achieve their dreams. We are committed to instilling a work ethic in our students that will help lead them to success! Student Orientation begins August 16, 2021.

We are confident that by providing the appropriate tools and support, our students will be on the path to a successful life. We work hard to ensure our students are successful and we expect our students and parents/guardians to assist through ensuring a good start by following these simple steps:

1. Onboarding through a proprietary interactive platform called *MyLife* at the beginning of the school year.  
During this process you will work with your Enrichment Life Coach (Enrichment Life Coach) to set-up a recurring weekly meeting, either face-to-face, virtually, or a combination of both. *If you are not sure who your student's Enrichment Life Coach is, please contact 1-855-695-3354 and one of our friendly Student Service representatives will assist you.*
2. Progress checks will be shared with students each week during the meeting with their Enrichment Life Coach.
3. Unofficial transcripts can be accessed and printed at any time through the Student Information System (SIS).

In closing, we would like to assure you we at GlobalED Solutions strive to foster a culture of success achieved through hard work, commitment, discipline, and integrity. We are working to create future leaders and productive members of our society!

**GlobalED Solutions**

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## Registration

Applications to attend GlobalED Solutions IS available online at [enrollinschool.com](http://enrollinschool.com) or can be completed at enrollment. When the electronic application is completed and submitted, the student will then be placed on our pre-enrollment list.

## Enrollment Process

After the online application is complete, students (or their parents/guardians) will be required to provide the following documentation for enrollment:

- Completed Application (all areas signed)
- Colorado Residency Affidavit
- Completed Economic Survey
- Homeless Survey
- Completed Home Language Survey
- Copy of Birth Certificate and/or other document to prove age according to State guidelines
- Copy of immunization records
- Copy of transcripts from previous school

Once the documentation has been collected, students will participate in the MyLife orientation course which allows the Enrichment Life Coach and the student to work together utilizing a battery of assessments and the collected documentation to create a plan for success. A prescriptive educational program will be designed to promote a pathway to postsecondary options/aspirations.

## Immunizations

Colorado law requires certain minimum immunizations before a student enrolls in a school. A complete record of all immunizations must be furnished to the school. The record must be current and signed by a recognized medical authority as designated by the Colorado State Health Department. If such a record is not furnished to the school, regulations specifically demand that we disallow the student's participation in some school activities until the record, or a signed official statement of exemption, is in our possession.

## Grade Level Placement

GlobalED Solutions determines grade level placement based upon RITS, or if RITS is unavailable the number of years a student would have attended high school if the student had been continuously enrolled from the start of the first semester of ninth grade. The primary method of determining grade level is to conduct a transcript review. The Academic Advising team determines what year and semester the student began the ninth grade. Academic Advising extrapolates through eligibility the proper grade level in which the student should be placed.

- **Note:** Credits achieved have no effect on grade level; high school eligibility is the sole definitive determinant of grade level placement. If no historical transcript is available, a member of the Academic Advising team interviews the student to assess proper grade level placement, using the student's self-reported information and the student's age to guide the grade level placement. When an official historical transcript is obtained, Academic Advising will determine if the initial grade level placement needs modification, and if so, modify the grade level and notify the student of the change.

## Exceptional Student Services

When a student with an IEP applies to attend GlobalED Solutions, a request for an IEP from the student's most recent school will be sent out. Additional documents will be requested. The Exceptional Student

Services Department will then review the documents and set up a Determination Meeting to ensure each student will be receiving the support they need, based on the current IEP.

## Section 504

Section 504 is a federal statute designed to eliminate discrimination on the basis of a disability in any program or activity receiving federal financial assistance. GlobalED Solutions has procedures regarding the implementation of Section 504 of the Rehabilitation Act of 1973. In accordance with Section 504, a qualified student with a physical or mental impairment that substantially limits one or more major life activities shall not, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity offered by GlobalED Solutions. Concerns or complaints with respect to any matter relating to the identification, evaluation, or educational placement of a student should be directed to GlobalED Solutions Student Support Services at 1-855-695-3354.

## Attendance Process

- GlobalED Solutions **cannot** require student physical attendance for an **Online Course(s)**.
- GlobalED Solutions can require student physical attendance for an **On-Site Course(s) that are on the student's schedule**, to be offered at an Education Zone, Community College, etc. When the On-Site Course (Art, Dance, Global Sports, etc.) is offered at a physical location and the student is required to attend, course attendance will be taken at that location. Once the On-Site Course is completed for the day, the student can choose to either leave or stay at the location to work on their online coursework.

## Student Engagement Model and Attendance Policy

### Equivalent Bell Schedule Statement

GlobalED Solutions follows a semester calendar structure. For each semester-long course into which the student is scheduled as of the pupil enrollment count date, the equivalent teacher-pupil instruction and contact time is 60 minutes /day per course. Each course is designed with 90 hours of instructional material for each 0.5 credit.

GlobalED Solutions students will need to dedicate a **minimum of 35 hours or make at least 35% progress each week** to their coursework in order to stay on track and complete their scheduled classes each semester. An online environment allows for some flexibility. For instance, rather than having to be in class from 7:30 am - 2:30 pm, Monday through Friday, online students are able to “go to class” anytime during the day or night. An online student may choose to work on Saturday and Sunday, rather than during the “normal” school week. Although students may work at different times than at traditional “brick-and-mortar” public schools, it is important to log in to Maestro to check for announcements and complete a daily attendance check-in. Attendance and absences are recorded in several ways which include:

### Attendance Policy

**Attendance:** GlobalED Solutions requires students and parents to sign compacts for attendance that specify specific requirements. Should students not fulfill the attendance requirements, School staff members implement an increasingly intense list of interventions designed for early identification of attendance issues and includes a series of interventions. Additionally, GlobalED Solutions staff members will collaborate among the academic team and Enrichment Life Coach, targeting students with the greatest need for intervention.

GlobalED Solutions is tracking attendance through their Student Information System (SIS), using the

following policy:

### Attendance

An electronic record of student/school contacts including but not limited to logins (e.g., SIS, Edmentum, Reading Plus, Gmail, Check in, Keytrain), concurrent enrollment teacher sign off sheets (i.e., during count), staff-student meetings, activity sign in sheets, field trips, work study, internship, communications in internal platforms, etc. If a student does not demonstrate active engagement for 30 consecutive days, he or she will be dropped from the program. If at some point the student decides that he or she would like to try again, the student may do so with district approval. Note: Enrichment Life Coach or Teacher communications do not constitute engagement nor do zeroed out lessons.

### Absence

An absence will be considered if the student has not engaged anytime within one week (i.e., 7 days) in the above attendance. A student can work multiple times throughout the week in order to progress adequately. Typically a student will work on a traditional daily schedule, however, if circumstances require the student to work an odd schedule, say four days out of the seven in a week (Wednesday, Thursday, Friday, Saturday) then this student would **not be** considered absent for the week.

### Excused Absence

No recorded attendance with prior notification and legitimate explanation will be considered an excused absence. A student who is not going to be working due to a family trip or planned vacation should notify his/her teacher/coach of upcoming absences. With prior notice, these will be excused absences. However, the student should work to stay current in class or plan to work extra upon return.

### Unexcused Absence

Students who don't "go to class" and don't communicate with their teacher/coach will receive an unexcused absence for the week. Students may have the opportunity to convert an unexcused absence to an excused absence if communication with the teacher/coach is restored from the above criteria, and an explanation for the absence is provided.

Attendance rates are calculated on a weekly basis, rather than on a daily basis. Student attendance will be calculated using the total number of weeks a student was in attendance, divided by the total eligible weeks of attendance, beginning with the date first enrolled into a class through the end-of-the school year, or date of withdrawal (excluding any breaks built into the school calendar such as winter and spring break).

### Truancy

Colorado statute defines a student as "truant" if she/he has four unexcused absences in any one month or ten unexcused absences during a school year. Additionally, "Truancy" is defined as a part of GlobalED Solutions' Intervention/Engagement policies.

*Intervention:* GlobalED Solutions attendance monitoring and intervention process is known as Every Opportunity to Succeed (EOTS). Like other Response to Intervention (RTI) plans, EOTS requires that staff attempt a series of increasing interventions to ensure student engagement. The process includes three intervention tiers where 1 week will initiate Tier 1. If the student has made no academic progress, insufficient academic progress, or no improvement in academic progress in a total of 15 days to initiate Tier 2. If the student continues to make no academic progress, insufficient academic progress, or no improvement in academic progress in a total of 15 days, then the student will escalate to Tier 3. Again, 15 more days of no academic progress, insufficient academic progress, or no improvement in academic progress, the student will be recommended to Tier 4 which will either result in Truancy or exit GlobalED

## Solutions.

- Intervention 1
  - Home visit (Tier 1 or Tier 2)
  - If the home visit is unsuccessful and letter has been left, log in to SIS, and document Intervention 1 efforts in the student's communication tracker under "type" Tier 1 or 2-Intervention 1.
  - Once the home visit has been conducted and the parent conference has been scheduled or the letter has been left at the home because there was no answer and documentation has been entered into SIS, initial off on Intervention 1 and move on to Intervention 2.
- Intervention 2
  - Conference on Call Staffing (Tier 1 or Tier 2)
  - If a parent conference was not scheduled during the home visit in Intervention 1, call the student and parent/guardian to schedule the parent conference.
  - If a parent conference was scheduled in Intervention 1, be prepared for the parent conference
  - Parent conference goals - The short-term and long-term goals that are created and set during the parent conference must be measurable and attainable. A second parent conference must be scheduled during the initial parent conference to review the set goals on the form the following week.
- Intervention 3
  - Tier 1 or Tier 2 Letters
    - If a parent conference was scheduled and the student and parent/guardian did not show to the parent conference, prepare the letter to be mailed out to their address.
    - If a parent conference was scheduled and the student failed to meet their goals, prepare the letter to be mailed out to their address.
    - After the Tier 1 or Tier 2 letters have been sent out, log in to the student information system, in the student communication tracker

## Illnesses, Accidents, and Injuries

If a student becomes ill while working with GlobalED Solutions staff, all available efforts will be made to ensure his/her safety. Parents/Guardians will be contacted immediately and apprised of the situation. Please be sure to immediately inform your Enrichment Life Coach, Academic Teacher(s), and the School of any changes to the work or emergency phone numbers of parents, guardians, or emergency contacts. If no listed contacts can be reached, we will try to contact someone on your authorization list.

If a GlobalED Solutions student is seriously injured, staff will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to:

1. Attempt to contact parent or guardian.
2. Attempt to contact anyone listed on the emergency information form.
3. If we cannot contact anyone, we will call an ambulance or transport the student to a hospital in the company of a staff member.

## Emergency Procedures for our Community Education Zones

The guidelines below are general policies. Please also refer to specific emergency procedures for each individual Education Zone.

- **Snow Days:** In the event of inclement weather, the Education Zone may occasionally be closed. Please listen to the local radio stations for closings. A significant advantage to our online

curriculum is our students are still able to work on their classes even when the Education Zone may be closed.

- **Fires:** In the event of a fire, an alarm will sound. The staff will escort occupants out of the Education Zone. Staff members will be the last to leave the building, after checking all rooms, bathrooms, etc. Occupants and staff will not return to the building until authorized by authorities.
- **Tornadoes:** In the event that a tornado warning has been issued, staff members will escort occupants into the designated safe area of the Education Zone.
- **Bomb Threat:** In the case of a bomb threat, the decision may be made to evacuate to a safe location, depending on the nature of the threat. Staff and other occupants are asked to report suspicious objects, but not to move, jar, or touch a suspicious object or anything attached to it. A search of the building will be conducted by the appropriate authorities. All threats are taken seriously.

### **Yearly Academic Schedule**

GlobalED Solutions follows a two-semester academic schedule. All students will be enrolled in six classes, with the expectation that every student will earn at least 3 credits each semester. Students have the option to work on classes simultaneously, or on one class at a time, at a pace that allows them to finish all assigned classes during the semester. Students do not have to work on all six courses enrolled at the same time, but they must be actively engaged in a minimum of four courses through the October count window and at least two courses for the remainder of the school year.

### **Education Zones Hours of Operation and Closures**

Education Zones (EZ) are typically open between 8:00 am and 4:00 pm, Monday - Friday. Visit the GlobalED Solutions website to view the school calendar for EZ closure dates.

# Academic Calendar 2021-2022

## 2021-2022 School Event Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
1-5	Summer Break (Locations Closed)
4	Independence day
6	Staff Report Back from Break
13-15	Company Professional Development

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January	
3	Semester 2 (Begin Quarter 3)
3-31	Mid-Year Internal Testing
5-7	Teacher Work Day (Students Remote Access)
3-14	Mid-Year Enrollment Window
13	Community Connection Event
17	Martin Luther King, Jr. Day (Locations Closed)

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
12	Community Connection Event
16	Semester 1 (Begin Quarter 1)
16	Classes Begin
16-31	Beginning of the Year Internal Testing

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February	
10	Community Connection Event
21	Presidents' Day

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September	
1-30	Beginning of the Year Internal Testing
6	Labor Day
9	Community Connection Event
23-30	COUNT Window 1
23-30	PTO Blackout (COUNT Period)
30	Last Day of Open Enrollment

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March	
7	Begin Quarter 4
9-11	Teacher Work Day (Students Remote Access)
17	Community Connection Event
13	Daylight Savings Time
21-25	Spring Break
28-31	PTO Blackout (State Testing)

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October	
1-8	PTO Blackout (COUNT Period)
1	COUNT Day (Window 2)
2-8	COUNT Window 3
14	Community Connection Event
18	Begin Quarter 2
20-22	Teacher Work Day (Students Remote Access)

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April	
1-29	PTO Blackout (State Testing)
21	Community Connection Event

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November	
11	Veterans Day
18	Community Connection Event
22-26	Fall Break

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May	
2-27	End of Year Internal Testing
12	Community Connection Event
27	Last Day of School
30	Memorial Day (Locations Closed)

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December	
9	Community Connection Event
21	Locations Host Holiday Celebration
22	Semester 1 Ends
22-31	Winter Break (Locations Closed)

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June	
6-17	PTO Blackout (Graduation/End of Year)
10	Graduation
14-16	Staff Summer Retreat
20-30	Summer Break (Locations Closed)

### Our Educational Philosophy

In addition to our mission and vision, GlobalED Solutions operates on foundational pillars which represent the core beliefs and actions that guide our daily activities.

#### On a daily basis we create opportunities by:

- Advocating for students
- Providing new learning experiences
- Fostering new ideas

#### Our Engagement Policy:

- Ensures there are no excuses and no surprises
- Removes barriers to student learning

- Promotes content mastery
- Requires consistent communication
- Provides strategies for success in the postsecondary environment

**Maintains healthy intrusiveness by:**

- Not allowing anyone to be invisible
- Constantly and regularly engaging all students with proven best practices
- Focusing on relationships with students, parents, and colleagues
- Supporting a collaborative learning construct by emphasizing community involvement and service learning environments

**GlobalED Solutions students are empowered to create their own destiny by:**

- Adhering to the belief that we are each responsible for our own self-determination
- Staff will provide students with choices

**We employ the following norms at GlobalED Solutions**

- Be Nice! Because others deserve it!
- Be Helpful! Be part of the solution, not the problem.
- Be Happy! Because you deserve it!
- Have Fun! It makes others around you like what you are doing.

**Student Support Teams**

A student with GlobalED Solutions will be part of a learning team that consists of:

- Enrichment Life Coach
- Academic Teachers
- Student Success Coordinators
- Parents/Guardians (for students under 18) and
- Of course, the student!

**Every Opportunity to Succeed**

**What is Every Opportunity to Succeed?**

Every Opportunity to Succeed (EOTS) is GlobalED Solutions’ process to ensure students are as successful as possible. This is an intervention process to assist and support students who are not on track, to guide back toward academic success.

**How do I get placed in EOTS?**

- Students who are not meeting weekly expectations will be entered into the EOTS process. This is not intended to be punitive. This allows our GlobalED Solutions staff to provide wraparound services for the student, along with family support, to help the student back on track.
- To meet weekly expectations, students must be in contact with their Enrichment Life Coach multiple times during the week and to complete assigned school work.
- If a student is not working in classes, is struggling academically or social-emotionally, and/or not communicating, they are entered into the EOTS process.

**How does it work?**

Please ask your Enrichment Life Coach to go into more detail with you about the EOTS Process and Expectations. However, if you are absent one week, Tier 1 will be initiated. You will be elevated to additional Tiers if attendance and engagement is not met on a two week basis.

## How do I stay out of EOTS?

- To stay out of the EOTS process students are expected to complete school work daily (Monday - Friday, unless other specific arrangements have been made), or completing the required weekly amount (a minimum of 35 hours or at least 35% progress in online courses).

## What happens if I don't comply with the EOTS process?

Students who are under age 17 must be actively working in order to be in compliance with Colorado State Laws. If a student is not in compliance with EOTS, they are referred to the local Truancy programs and must attend Truancy Court.

## Characteristics of a Successful Student

### Wondering Exactly How an Online School Works?

In a traditional classroom you often learn by listening. Online courses are different. Instead of learning by listening, you will learn by doing, reading, writing, and performing other activities specially designed by your instructor. In online courses, students "attend" class by logging in to the course via the Internet and completing assignments according to the class schedule. Students communicate each day with their Enrichment Life Coach, using phone conversations, email, texting, instant message chatting, Internet-based instructional sessions, and face-to-face (f2f) tutorials.

This class format is very flexible to accommodate busy schedules. Students can login to their courses at any time of the day or night. However, certain computer skills and a degree of determination and accountability are necessary to be successful.

GlobalED Solutions online courses also give more opportunities for personal feedback than you would receive in a traditional classroom. You will receive grades in your online course, along with regular feedback to support your success. For example, your student success team (Enrichment Life Coach, Academic Teachers, Administrative Team) will consistently analyze your progress and adjust the curriculum to your needs, resulting in additional feedback from your student success team based on your actual daily work.

### What is Expected of GlobalED Solutions Students?

It takes a lot of self-motivation for students to direct their own learning in a virtual environment. While you will be using a rigorous online curriculum, there are strategies to help you succeed. There are expectations about:

- How much time you spend on each class
- How often you contact your Enrichment Life Coach

### Daily Active Participation is Required

Attendance at GlobalED Solutions is as important as attendance in a traditional classroom. In order to learn, complete courses, earn credit, and graduate, you'll need to log in and make significant progress on a daily basis. Simply logging in is not enough! We expect you to comply with the Student Compact and keep consistent, daily contact with that Life Coach. In order to accomplish these goals at GlobalED Solutions, you will need to work approximately **(6) six** hours per day in your classes for an average of **(30) thirty** hours per week. You do not have to work six hours straight without a break each day, but it is best if individual working sessions are never less than one hour so that you have time to really engage with the materials you are studying.

### How Do You Know if Online Learning is for You?

Some of the advantages of online classes include the flexibility and convenience of choosing when and how you do your work. But, taking classes online can be a lot more challenging than it may seem. By becoming a student at GlobalED Solutions, you will receive the majority of your education online. Online learning can sound so wonderful that some students start online courses without a clear picture of what

is expected from them. Online courses require just as much, and sometimes more, time and energy than traditional classroom courses. Also, success in an online learning environment requires specific computer skills and learning strategies. "Seat time" is not the measure of progress as it often is in traditional schools. A **minimum 60% mastery of competency** is expected, which means that you can move on as soon as you **demonstrate mastery of at least 60% of the course content**. How long this will take you will depend on your previous schooling, your determination, and your personal effort.

### **Do You Have What It Takes to Be an Online Student?**

- **Persistence** is perhaps the biggest key to success in online learning. Students who succeed in online learning are those who are willing to tolerate technical difficulties, seek help when they need it, self-advocate, work daily in their coursework, and persist through challenges and occasional frustrations. Students are expected to work with their Enrichment Life Coach to set up a manageable study schedule and stick to it. We encourage students to ask for help from their Enrichment Life Coach or Academic Teacher when they encounter a challenge so that they can find a solution.
- **Time-Management** as an online student allows you to direct your learning on a day-by-day basis. Most courses are not taught real-time. In a virtual classroom, you do not necessarily "see" your Enrichment Life Coach each day, so you must be able to manage your time and stick to the schedule you created with your Enrichment Life Coach. This flexibility is one of the great benefits of online learning. However, it can also be a drawback for a student who procrastinates, is unable to stick to a routine, or is not motivated to complete assignments without daily reminders from their Enrichment Life Coach. Effective time-management skills do not just happen, they have to be learned. Some suggestions for mastering this essential skill are working with your Enrichment Life Coach. Review the syllabus for each course, so you understand the GlobalED Solutions's requirements and tie them to specific dates for completion. Doing so allows you to set long-term goals and then develop short-term goals to help you progress. Also, make a daily "To Do" list and utilize your Student Compact. You can have fun checking things off the list as you complete them.
- **Communication Skills** are essential to online learning success because students have to be willing to seek help and self-advocate when they need it. Enrichment Life Coaches are willing and available to help students when you reach out to them. We provide several ways for students and parents to communicate with Enrichment Life Coaches and other GlobalED Solutions staff members. This includes email, Google Hangouts, chat, phone calls, texting, instant messaging, and real-time, face-to-face meetings. Enrichment Life Coaches and staff are happy to take questions and want to help you succeed in your coursework. Take the initiative to let your needs be known so they can be addressed.
- **Basic Computer Skills** allow you to create new documents, navigate the Internet, and upload files. These are some of the basic technical skills needed by online learners. All GlobalED Solutions students must complete the MyLife student orientation, which teaches them how to use the GlobalED Solutions learning management systems, access classes, and use a variety of other online tools.
- **A Good Study Environment** is another critical component of online academic success. Peace and quiet is important. You will need a quiet place to work without distractions which come in the way of television, radio, siblings, children, or cell phones. Let friends and family members know the hours that you will be doing school work. Then let their calls go to voicemail and their text messages wait until you are done. The distraction of chatting and texting can very quickly eat up a huge chunk of your productive schoolwork time! Each time you stop working to talk, you have to remember where you were and what you were doing, and that takes time away from your studying as well. It is easy to wander through the Internet for much longer than you intended.

Suddenly, the quiet time you carved out for schoolwork will be gone, and you will not have made the progress you planned and need to stay on track.

## **Student Expectations**

At GlobalED Solutions, we believe each student should be given every opportunity to succeed, with the expectation that all our students will be academically engaged and will work toward course completions each week.

GlobalED Solutions is committed to the success of each student and we expect students to be actively involved in their education in the following ways:

### **Student Conduct**

#### **GLOBALLED SOLUTIONS STUDENT INTERACTIONS**

It is natural for friendships to develop between students. Guidelines governing interactions with students allow for healthy relationships between students while eliminating opportunities for misunderstandings and misconduct. Students are expected to adhere to these guidelines at all times. Failure to do so may result in disciplinary action, up to and including expulsion and disenrollment from the school.

- GlobalED Solutions students should avoid situations in which they are alone in an Education Zone and not observable by staff or other students.
- GlobalED Solutions students are prohibited from using, distributing, possessing alcohol and/or other drugs at the Education Zones. shall not share alcohol, tobacco, or other controlled substances with students.
- GlobalED Solutions students should exercise discretion to ensure that appropriate boundaries are maintained at all times with other students. Touching, hugging and all physical forms of contact are not permitted between students while attending an Education Zone.
- GlobalED Solutions students shall not share pornographic or sexually explicit materials with other GlobalED Solutions students.

## **Communication Expectations**

Communication is a vital part of your education at GlobalED Solutions! Each Enrichment Life Coach and Academic Teacher will be communicating with their students on a daily and weekly basis. To be successful, students need to respond and be a part of a two-way conversation. The Enrichment Life Coach, Academic Teacher, and student will set up a schedule.

### **Communication can be in the form of:**

- Face-to-Face Meeting
- Google Chat
- Email
- Text Message
- Phone Call
- Facebook
- Virtual

### **Why it's important to communicate with your Enrichment Life Coach and Academic Teacher:**

- Giving Updates

- Support in your Academics
- Knowledge of Current Events
- Setting Goals
- Maintaining Goals
- Accomplishing your Goals
- Support and encouragement in your day-to-day life

**Communication** is an important part of your experience at GlobalED Solutions and is a part of your learning to become a successful student. We look forward to working with you in your academic journey from middle school through high school and beyond.

**HOTLINE (855) 695-3354**

## Standards for Success

### Standard 1: Tools

Staff and Students will:

- Communicate with their Enrichment Life Coach regularly
- Follow a daily checklist and course syllabi to ensure that they master the material in each lesson before they move on to the next
- Have your materials available, i.e., computer, student compact, pencil, paper, books, 3-ring binder, notebook, etc., ready for use every day
- Update their communication information with their Enrichment Life Coach/Registrar immediately whenever it changes
- Learn how to use Google Hangouts, Zoom, and all other appropriate communication tools to participate in meetings, study groups, and tutorial sessions.

### Standard 2: Academic Involvement with Face-to-Face Engagement

Staff and Students will:

- Take and maintain notes in an efficient manner following the format presented in MyLife. This will be a very helpful skill to utilize during post-tests/mastery assessments, as well as the final for each class.
- Make effective use of time as coordinated with your Enrichment Life Coach (staying focused, reviewing daily notes, studying, asking for assistance when needed, etc.).
- Attend weekly meetings via online resources such as Google Hangouts, Zoom, and face-to-face appointments to ensure academic GlobalED Solutions progress is monitored, assisted with, and reviewed. This is critical to ensure that students remain on pace for the graduation date they determined together with their Enrichment Life Coach at the start of the year.
- Maintain daily contact with their Enrichment Life Coach and be on time for in-person meetings or call in advance if something comes up that prevents them from attending.

### Standard 3: Academic Involvement—Independent Expectations

Staff will work to ensure and Students will:

- Demonstrate a **minimum of 60% proficiency** to ensure concept mastery and success in future courses.
- Meet all daily goals to ensure course completions are in line with projected graduation date (set in MyLife by student, parent/guardian (if student is under 18), Enrichment Life Coach and Registrar.
- Work on their scheduled classes throughout the semester. In some circumstances the support team will work with the student to develop a plan to allow the student to work in one class at a time while still working to complete all classes by the end of the semester.

- Actively seek assistance when needed by contacting their Enrichment Life Coach, Academic Teachers, and Help Desk, or other available GlobalED Solutions staff.
- Work with Enrichment Life Coach and Academic Teachers to ensure that all off-line projects are complete as communicated in the daily course syllabus.

#### **Standard 4: Assessment Preparation**

Students will:

- Utilize study guides/pretests, provided lessons, notes, available texts, and any other materials provided for content mastery.
- Make use of assessment strategies by answering every question, proving the answer in the text, rephrasing the question in a constructed response, evaluating every possible answer choice, etc.
- Attend mandatory, Internet-based tutorial sessions and meetings, and utilize available communication tools to achieve assessment scores of at least **60% or higher for each lesson.**

#### **WorkKeys Retake Guidelines**

To provide an exceptional educational experience and ensure that students develop strong study habits and adequately prepare for assessments before attempting them, GlobalED Solutions adhere to the following retake policies for assignments, quizzes, and tests:

- Students will be given **three (3)** attempts for lessons, **three (3)** attempts for quizzes, unit tests and finals.
- Students will be given additional attempts on lessons, quizzes, unit tests and finals provided they receive tutoring from the teacher of record. The Academic Team and Enrichment Life Coach will be responsible for reaching out to each student to provide them the help they need.
- If there is an extenuating circumstance, such as a technological or connection issue that prevents the student from a fair completion of their allotted attempts, Academic Teachers and Enrichment Life Coaches will make accommodations for the student.
- Finals and tests are given **three (3)** attempts, unless there are extenuating circumstances (as with pretests).
  - If a pretest reset is needed for any reason, other than a technological issue, please contact your Enrichment Life Coach or Academic Teacher.
- **WorkKeys:** In order to take WorkKeys students must have completed the required WorkKeys curriculum or Edmentum curriculum. Once the student has satisfied the requirements the tests will be authorized.
  - Follow the [WorkKeys Testing Policy](#) if additional attempts are needed.
- *If the student has an IEP, please refer to the ESS Department for guidance.*

Always contact your Academic Teacher, Enrichment Life Coach, Career Pathway Director, Associate Directors, Managers, Coordinators, or Leads if you have any additional questions.

#### **Graduation Requirements**

The high school diploma awarded by GlobalED Solutions represents a very high standard of quality in curriculum content, instruction, and student learning, and should be maintained as a document that reflects substantial effort by the student in preparation for the world of work and higher education.

Each student who enters GlobalED Solutions will develop a personal graduation plan. This plan will set the student's intended course of study as they begin the journey toward graduation. The student, the Enrichment Life Coach, and the Academic Advising team will review and amend the graduation plan each semester. In order to be eligible to graduate, a student must complete at least one class.

The Superintendent of NEW AUTHORIZER may waive a given requirement if, in the director's judgment, it is determined to be in the best educational interest of the student or if required in order to provide a student with disabilities a Free Appropriate Public Education (FAPE).

A high school diploma from GlobalED Solutions certifies that a student has fulfilled all graduation requirements. **Twenty-four (24)** credits of study shall be required through grades 9, 10, 11 and 12 for students to graduate and receive a high school diploma. The content area requirements are as listed below.

### Graduation Requirements for Students

CAREER NOW: Certification of Completion	
	Course Name
English	HiSET Preparation Language Arts Reading Part 1
	HiSET Preparation Language Arts Reading Part 2
	HiSET Preparation Language Arts Writing Part 1
	HiSET Preparation Language Arts Writing Part 2
Math	HiSET Preparation Mathematics Part 1
	HiSET Preparation Mathematics Part 2
Science	HiSET Preparation Science Part 1
	HiSET Preparation Science Part 2
Social Studies	HiSET Preparation Social Studies Part 1
	HiSET Preparation Social Studies Part 2
Assessments	Completion of HiSET <a href="#">CDE Fact Sheet</a>

CAREER NOW: Certification of Completion Plus WorkKeys Certificate		
	HSE	Additional Certification
English	HiSET Preparation Language Arts Reading Part 1	ACT WorkKeys: Workplace Documents
	HiSET Preparation Language Arts Reading Part 2	
	HiSET Preparation Language Arts Writing Part 1	
	HiSET Preparation Language Arts Writing Part 2	
Math	HiSET Preparation Mathematics Part 1	ACT WorkKeys Applied Math
	HiSET Preparation Mathematics Part 2	ACT WorkKeys: Graphic Literacy

Science	HiSET Preparation Science Part 1	
	HiSET Preparation Science Part 2	
Social Studies	HiSET Preparation Social Studies Part 1	
	HiSET Preparation Social Studies Part 2	
Assessments/ Certifications	HiSET <a href="#">CDE Fact Sheet</a>	ACT WorkKeys: National Career Readiness Certificate (NCRC): Bronze or better

CAREER NOW: Diploma			
	24 Credits New Traditional Senior	CDE Course Name Current Name	Credits
English	4.0 Credits	HiSET Preparation Language Arts Reading Part 1	0.75
		HiSET Preparation Language Arts Reading Part 2	0.75
		HiSET Preparation Language Arts Writing Part 1	0.75
		HiSET Preparation Language Arts Writing Part 2	0.75
		ACT WorkKeys: Workplace Documents	1.0
Math	3.0 Credits	HiSET Preparation Mathematics Part 1	0.75
		HiSET Preparation Mathematics Part 2	0.75
		ACT WorkKeys Applied Math	1.0
		ACT WorkKeys: Graphic Literacy	1.0
Science	2.0 Credits	HiSET Preparation Science Part 1	0.75
		HiSET Preparation Science Part 2	0.75
		Additional 0.5 (Transcript Review)	
Social Studies	3.0 Credits	HiSET Preparation Social Studies Part 1	0.75
		HiSET Preparation Social Studies Part 2	0.75
		US Government	0.5
		Additional 1.0 (Transcript Review)	
Electives	12 Credits	HiSET <a href="#">CDE Fact Sheet</a>	

	ACT WorkKeys: National Career Readiness Certificate (NCRC): Bronze or better	
	Transcript Review: All additional credits can be used as electives.	

<b>General High School Graduation Requirements: Career Pathway (24 Credits)</b>		
English	4.0 Credits	
Math	3.0 Credits	
Science	2.0 Credits	
Social Studies	3.0 Credits	(.5) US Govt Required
Health	.5 Credits	
PE	.5 Credits	
Electives	11.0 Credits	ICAP

<b>General High School Graduation Requirements: HEAR Plan of Study: College Pathway (24 Credits)</b>		
English	4.0 Credits	
Math	4.0 Credits	(3.0) Algebra I or Higher
Science	3.0 Credits	
Social Studies	3.0 Credits	(.5) US Govt Required, (1.0) of US or World History
Health	.5 Credits	
PE	.5 Credits	
Foreign Language	1.0 Credits	(1.0) of a single foreign language
Electives	8.0 Credits	

<b>NCAA: College Pathway (24 Credits)- Non Prescriptive Core Courses</b>		
English	4.0 Credits	English 9, English 10, English 11, English 12, Advanced English Literature and Composition

Math	4.0 Credits	Algebra I, Algebra II, Geometry, PreCalculus, Probability and Statistics, Advanced Calculus
Science	4.0 Credits	Life Science, Physics, Physical Science, High School Earth and Space Science, Chemistry, Biology, Advanced Chemistry, Advance Biology
Social Studies	4.0 Credits	(.5) US Govt Required, (1.0) of US or World History World Geography, US History, US Government, Social Issues, Economics, Advanced US History
Health	.5 Credits	
PE	.5 Credits	
Foreign Language	1.0 Credits	(1.0) of a single foreign language Spanish I, II, III French I, II, III American Sign Language I
Electives	6.0 Credits	

### **The Academic Integrity Policy for Students**

The Academic Integrity Policy (sometimes referred to as the Academic Honor Code) applies to any work performed by any current or former student, regardless of the student's school or program. The Academic Integrity Policy prohibits cheating, plagiarism, and other forms of academic dishonesty. All suspected violations, including first-time violations, will be reported via established GlobalED Solutions processes, and will be referred to appropriate GlobalED Solutions staff members. Reporting of all offenses, regardless of the violation level, allows this organization to identify offenders. All faculty have knowledge and ability to detect academic dishonesty and plagiarism, which can be used to identify all infractions with or without a student's knowledge. If a student has trouble and struggles with avoiding this policy, he or she will be asked to review the student handbook about academic integrity and then redo the assignment. At this time, the Enrichment Life Coach will be notified. If a second instance occurs in the assignment, the student will be asked to redo the assignment and the RSD and Life Coach will be notified. If a third infraction is observed in the same assignment, the Life Coach will be notified and RSD and the student will receive a zero for that assignment, and the student will continue to move forward in the class.

### **Plagiarism Guidelines**

GlobalED Solutions students must avoid plagiarism in their work. If a student has trouble and struggles with avoiding plagiarism, he or she will be asked to review the student handbook about plagiarism and then redo the assignment. At this time, the Enrichment Life Coach will be notified. If a second instance of plagiarism occurs in the assignment, the student will be asked to redo the assignment and at this time, the RSD and Coach will be notified. If a third infraction is observed in the same assignment, the student will receive a zero for that assignment, the Coach and RSD will be notified, and the student will continue to move forward in the class.

### **What is plagiarism?**

Plagiarism is the act of taking someone else's work or ideas and presenting them as your own. You don't have to copy someone's work word-for-word in order for it to be considered plagiarism. If you take

someone’s thoughts, language, work, or ideas and do not give them credit for it in your writing, that is plagiarism. Plagiarism is dishonest and is considered stealing. It is ethically and morally wrong, especially in academic settings, such as high school.

### Assessment Policy and Schedule

All GlobalED Solutions students are expected to fully participate in required state and school-based assessments. Standardized testing is not only an important component of our schools’ evaluations through the State of Colorado, it is also a critical component of our own self-monitoring goals and the best way to judge the effectiveness of our instructional methods. The data we gain from our required examinations provides us with valuable feedback regarding the academic development of our students, and provides parents with quantifiable information about their child’s progress at our school.

The testing schedule **will look slightly different for each student**, so we have included a **synopsis** of all State tests according to grade level.

More information will be provided as we get closer to the individual testing windows via the school platforms and communication from the Academic Team and Enrichment Life Coach for each student.

### Testing Schedule

#### Exact Path and Insight - (All Students)

- **Window 1:** August 16, 2021 - October 4, 2021
- **Window 2:** January 3, 2022 - February 7, 2022
- **Window 3:** May 2, 2022 - May 27, 2022

#### ACCUPLACER - (All Students)

- All year long.

#### WorkKeys (All Students)

- All year long.

### State Level Assessments Requirements

<b>ACCESS for ELLs®</b>	K-12th Grade
<b>CMAS Math</b>	3rd-8th Grade
<b>CMAS English Language Arts</b>	3rd-8th Grade
<b>CMAS Science</b>	5th, 8th, & 11th Grade
<b>CMAS Social Studies</b>	4th & 7th Grade
<b>CoALT</b>	3rd - 11th Grade
<b>Mathematics (DLM)</b>	3rd - 11th Grade
<b>English Language (DLM)</b>	5th, 8th & 11th Grade
<b>Science</b>	4th & 7th Grade
<b>Social Studies</b>	

<b>CO PSAT</b>	9th & 10th Grade
<b>CO SAT</b>	11th Grade

Please review the testing information above and make arrangements accordingly. Feel free to contact your student's Enrichment Life Coach with any questions or concerns.

From CDE website [Assessment FAQ](#)

### **Participation and Parent Excusal**

- Can parents excuse their children from taking the state tests?
  - Yes. State law allows parents to excuse their child from state assessments. This law requires districts to have policies that explain how parents may excuse a student from participating in one or more state assessments and notify parents of those policies. Your district can share their specific policy with you.
- What are the consequences of excusing your child from participating in the state tests?
  - According to state law, districts cannot impose negative consequences on students or parents if a parent excuses his or her student from participating in a statewide assessment, including prohibiting school attendance, imposing an unexcused absence, or prohibiting participation in extracurricular activities. Likewise, districts cannot impose unreasonable burdens or requirements on a student to discourage the student from taking an assessment or to encourage the student's parent to excuse his/her child from the assessment.
  - It is important to note that non-participation in state assessments means parents will not have information about their child's attainment and growth on the state standards compared to other students in their school, district and state. Also, there is a chance that comparisons between schools and districts won't be available as common state assessments are the most consistent way to compare performance right now.
- Will my school's or district's accreditation rating be impacted by low participation on tests?
  - Federal law requires 95 percent of students overall, and in each demographic category, to take the required assessments. However, the Colorado State Board of Education passed a motion in February 2015 that says districts will not be held liable for parents choosing to excuse their children from testing.
  - As a result of these two policies, there is no impact on state accountability determinations for schools or districts that do not meet the federal requirement for 95 percent participation in two or more content areas due to parents excusing their students from testing. If, however, the school or district fails to meet the 95 percent participation rate requirement in two or more content areas for reasons such as students refusing to take the test without a parent excuse, then the school or district's plan type will be lowered one level.
- Are there financial impacts on teachers or schools for low participation?
  - There is no fiscal impact on a district or teacher, at the state level, for parents excusing students from state assessments.
- How could low participation affect accreditation at the state or federal level?
  - It is not yet known all the potential accountability consequences for schools and the district under the new federal component of the state accountability system. However, CDE has submitted to the federal government that students who opt out will receive a lowest performance level score in math and language arts. By adding these scores, this could impact the school and district rating when more than 5% of students opt out. Under the

current state model, students who do not participate but are properly marked as an opt out are not counted against a school's or district's accreditation. Low participation is noted along with a performance, improvement, priority improvement or turnaround designation. Low participation may lead to a school receiving a designation (e.g., priority improvement) that is not reflective of what the school would have earned if all students had participated.

## Concurrent Enrollment Program

The Concurrent Enrollment Program has been designed to provide an opportunity for qualified high school students to experience academic work through regular college courses that contribute to the broad academic preparation of the student. Participation in the Concurrent Enrollment Program is not intended to replace or substitute for coursework available at the high school, but rather to enhance the educational opportunities available to students while in high school.

### General Guidelines

- To enroll in the Concurrent Enrollment Program you must be a student in good standing at GlobalED Solutions in 9th grade or higher and be less than 21 years of age.
- You must meet the College's requirements for each course including an ACCUPLACER score that qualifies you for the course and/or the prerequisite courses that are listed in the college catalog.
- Students cannot enroll in basic skills courses such as Studio 094, Math 050, or other classes below the 100 level unless they are in the 12th grade and have received approval to do so.
- A 12th grade student who is retained (a fifth-year student) may not be enrolled in more than **six** hours of concurrent enrollment in a semester and no more than **nine** credits in a year at any college.
- Students must meet with an Academic Advisor before enrolling in any college courses. Students may not enroll in courses through the college directly. All enrollments must first be approved. Students who enroll directly may be held responsible for the cost of tuition and fees.
- GlobalED Solutions reserves the right to deny payment of tuition for courses taken against the advice of the Academic Advisor or taken without permission from the Concurrent Enrollment Coordinator.
- Students must obtain written permission from their parents/guardians, Academic Advisor, and Concurrent Enrollment Coordinator to be eligible to take concurrent enrollment courses.
- In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), GlobalED Solutions will acquire Student and Parent/Guardians signatures on the High School Programs Student and Parent Agreement form, giving permission to the College or University to release transcripts, schedules, and progress reports to GlobalED Solutions for concurrent enrollment courses.
- It is understood that if a student receives credit in their college class with a grade of D or F or Incomplete, or withdraws from one or more classes after the drop/refund period, the student and/or parent will be responsible to GlobalED Solutions for the respective tuition and fees for those classes. Additionally, the student may not take courses the following semester, but may apply in subsequent semesters if he/she is eligible.
- All students registered for classes must apply online for the College Opportunity Fund before the end of the refund period or GlobalED Solutions reserves the right to drop students from all concurrent enrollment courses.

### Concurrent Enrollment Payment Policies

- The College Bill Payment is made in full by GlobalED Solutions at the beginning of each semester. If a student passes a course with a C or better there is no cost to the family (if they are below the amount of \$2000).

- If a student earns a final grade of D, I, W, WF, or F, then the parent or legal guardian is responsible to make the payment in full, or be making payments before the student can return to college, or receive their final transcripts and diploma.

### **Concurrent Enrollment Policy for Failed Classes**

- The legal guardian assumes financial responsibility for any courses that are not passed with a C or better (The State of Colorado does not recognize a high school student as being capable of being financially responsible for Concurrent Enrollment).
- If a student Withdraws prior to the drop date, there will be no consequences. If a student fails one college class in a semester by receiving no credit, the student will be placed on probation and can only return, if the responsible party pays their bill in full or is making payments toward their bill for the cost of the failed courses, tuition, books and fees for the non-passing courses. If the student fails a class during their probationary semester then they will not be allowed to return the following semester and would have to be recommended again for the program in the future, and have paid the bill or started a payment plan.
- Once it has been reported by the third-party college that the student has failed or withdrawn from a course GlobalED Solutions will bill the student and parent/legal guardian. The student and parent/legal guardian can make payment in full at the time of the bill or set up a payment plan. If there is no response to the original bill within 90 days, the unpaid amount due from the student and parent/legal guardian will be sent to collections. If payment is not made on a payment plan for more than 90 days, the unpaid amount due from the student and parent/legal guardian will be sent to collections. If a student is eligible to return to the concurrent enrollment program in future semesters the student and parent/legal guardian must have the bill paid in full or be making regular payments.
- The student and parent/legal guardian must pay their balance in full before a student will receive their diploma from GlobalED Solutions.

### **Athletics**

GlobalED Solutions is committed to providing access to a wide variety of sports activities for our students. GlobalED Solutions students who wish to participate in athletics are encouraged to seek out community sports opportunities. GlobalED Solutions's Enrichment Life Coaches and Academic Advisors can help students identify opportunities within local public schools and/or communities. GlobalED Solutions will work with high schools and other community organizations regarding coordinating sports activities.

### **Progress Reports**

GlobalED Solutions is committed to student achievement. We recognize that staff, students, and parents/guardians play key roles in student achievement. In our efforts to keep all pertinent parties informed, we will frequently monitor student progress and report this progress to all our constituents. The main point of contact regarding this progress should always be the student's Enrichment Life Coach. Enrichment Life Coaches will also send Report Cards at the end of each quarter. They can be sent more frequently if requested.

### **Field Trips**

Some classes utilize field trips as learning experiences; these may include virtual or real-time visits. Visits may be made to libraries, colleges, museums, drama productions, and other locations related to specific areas of course instruction. Parents/Guardians will be notified in advance, and if the field trip requires travel and a Permission Slip must be signed prior to the specified field trip. Parents are encouraged to attend field trips with their students. It is important to understand that GlobalED Solutions cannot be

held liable for any off-campus activities. Students over the age of 18 and the parents/guardians of those under 18 will be required to sign the waiver form, which is kept on file at the school.

### **Money and Valuables**

GlobalED Solutions cannot be responsible for any student's personal items. Each student is solely responsible for his/her possessions. iPods, MP3 players, radios, portable CD players, cell phones, pagers, electronic game devices, headphones, earpieces, etc. Please do not permit your student to bring unnecessary money to our Education Zones, meetings with Enrichment Life Coaches or other GlobalED Solutions -sponsored events. We cannot be responsible for loss of student money brought to GlobalED Solutions -sponsored events or into the Education Zone. If GlobalED Solutions requires a student to bring money for any reason, parents/guardians will be properly notified. Trading and/or selling of items is prohibited.

### **Reporting Child Abuse or Neglect**

GlobalED Solutions comply with the Child Protection Act. To that end, any school official or employee who has reasonable cause to know or suspect that a student has been subject to abuse or neglect, or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect as defined by statute, shall immediately report, or cause a report to be made, to the county department of social services or local law enforcement agency. GlobalED Solutions has your student's safety and best interest as a priority; therefore, we will always default to the side of caution when it comes to protecting the student.

### **Newsletter/Family Engagement Nights**

GlobalED Solutions will provide a newsletter which will be sent home periodically. This bulletin is designed to inform students and their parents/guardians of any upcoming events, such as meetings, awards assemblies, music performances, special events, field trips, community opportunities, etc. Please review this newsletter carefully. GlobalED Solutions Community Connections events will be held monthly. These events are intended to encourage families to come to the student's Education Zone for parent/guardian engagement activities and to connect with the student's Enrichment Life Coach to discuss student progress.

### **Questions and Concerns**

If a question or concerns should arise during the school year, we ask that you first try to resolve the issue with the Enrichment Life Coach. If the question or concern is beyond their scope or if a satisfactory solution cannot be reached, the matter will be referred to the Ed Zone Manager and then the Regional Service Director. This process is put in place to resolve every matter at its appropriate level. We also intend that this will help answer questions and concerns in a timely manner.

### **FERPA**

FERPA is the acronym for the Family Educational Rights and Privacy Act. FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA was passed in order to protect students' privacy and to prevent schools from releasing information to anyone other than the student without written permission.

### **What Student Information Can a School Release Without Permission?**

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, GlobalED Solutions
- Accrediting organizations
- To comply with a judicial order or lawfully-issued subpoena
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

### **What is Directory Information?**

Schools may disclose, without consent, "directory" information such as:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance
- Picture

**The following is a list of documents and permissions that were signed as part of the enrollment process:**

### **Student Orientation/MyLife**

To access our online coursework you will need:

- Chromebook, or equivalent capability running Chrome
- Printer recommended, but not required

**PLEASE READ:** If you are unable to meet these minimum technology requirements, GlobalED Solutions's students and families who qualify for free and reduced lunch based on the completed EDS form at enrollment, can be loaned a School-owned Chromebook compatible device so that you can access coursework. The student and family understand that all technology loaned to them remains the property of GlobalED Solutions and understand and agree that you are fully responsible for the care of the loaned technology.

### **Consent To Photograph/Agreement To Complete Required Assessments**

I hereby authorize GlobalED Solutions to photograph or permit others to photograph and/or videotape me (I am 18-years of age or older)/or my student, who is under 18, during school hours and at school-related functions and events. I further agree that GlobalED Solutions may use, or permit others to use, copies of student work and the negatives or prints prepared from such photographs/video for teaching, other educational purposes, or publication in the school newspaper, on the school website, or in news articles relating to GlobalED Solutions as deemed necessary by GlobalED Solutions. I also agree to allow GlobalED Solutions to photograph/videotape me (I am 18 or over)/my student for future school calendars, school yearbooks, or other promotional materials to be sold to the students and their families. This authorization will be valid for all school-related photographs/videos except for any restrictions listed by the 18-or-over student or the parent/guardian of an under-18 student in writing and filed with the GlobalED Solutions Administration Office.

### **School/Parent Agreement Board Policy/Compact**

**NOTE:** Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent policy that is jointly developed with parents for all students'

participating in Title I; Part A activities, services, and programs. The compact, also jointly developed with parents, is part of the GlobalED Solutions written parental involvement agreement (policy) developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards.

### **School Parental Involvement Agreement (Policy)**

GlobalED Solutions will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of students participating in Title I, Part A programs (participating students), and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format which includes alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide parents of participating students information in a timely manner about Title I, Part A programs' which include a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Send Report Cards to the Parent/Guardian twice a year, at the end of the Fall Semester and at the end of the Spring Semester. They can be sent more frequently if requested.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their student. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their student(s) on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their student has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

### **Optional School Responsibilities**

To help build and develop a partnership with parents to help their students achieve the State's high academic standards, GlobalED Solutions will:

- Recommend to the local educational agency (LEA), the names of parents of participating students of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
- Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
- Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

- Work with the LEA to ensure that a copy of the SEA’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

## **School/Parent Compact**

GlobalED Solutions and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating student), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the State’s high standards.

**This School-Parent Compact is in effect during School Year 2021-2022.**

### **Required School-Parent Compact Provisions**

#### **School Responsibilities**

GlobalED Solutions will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State’s student academic achievement standards as follows:

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Specifically, those conferences will be held:

- Parent-Teacher Conferences are scheduled after each 9-week block.
- Provide parents/guardians with frequent reports on their student’s progress.
- Provide report cards at the end of the Fall and Spring Semesters.

Specifically, the school will provide reports as follows:

- At the end of each 9-week period GlobalED Solutions will schedule Parent Connection Meetings with the Enrichment Life Coach. The parent and Enrichment Life Coach will meet with the parent/guardian to discuss academic progress of students. If the parent is not present, the information will be mailed, emailed or personally given to the parent.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Enrichment Life Coaches will be available to meet parents and guardians. If for some reason, the parent needs to contact the Enrichment Life Coach, the parent or guardian may set an appointment to review their student's progress. Each parent is given the cell phone number of the Enrichment Life Coach to contact should a question regarding their student's progress arise. Parents are always welcome at the Education Zone where their student attends. Enrichment Life Coaches also will visit parents/students at their homes, if transportation is an issue.

Provide parents opportunities to volunteer and participate in their student's class, and to observe classroom activities, as follows:

- Parents are invited to attend Education Zone activities.

#### **Parent Responsibilities**

We, as parents, will support our student’s learning in the following ways:

- Monitoring attendance
- Making sure that homework is completed
- Monitoring amount of television their student watches
- Volunteering in my student's classroom

- Participating, as appropriate, in decisions relating to my student's education
- Promoting positive use of my student's extracurricular time
- Staying informed about my student's education and communicating with the school by promptly reading all notices from the school or the school district either received by my student or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, and the District-wide Policy Advisory Council.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will ensure we are:

- Working a minimum of thirty **(30)** hours per week in online curriculum
- Working in only two online courses at a time
- Following graduation plan due dates to stay on course for graduation
- Contacting your Enrichment Life Coach for help instead of waiting for them to contact you
- Returning all calls from your Enrichment Life Coach within 24 hours
- Making sure your family knows your Enrichment Life Coach and is comfortable contacting her/him
- Involving your parents/guardians so they can attend events, meetings and help support you
- Make time in your life for school by creating a schedule or school work schedule or routine

Adapted from Colorado Department of Education (2002). Strengthening parent involvement: A toolkit. Denver, CO: Author.

### **Social Emotional Learning**

BASE is a social emotional learning platform that is a great opportunity to grow and learn about yourself. You will explore your own behaviors and decisions. Each course is intended to support you and help you grow. In BASE, you will be asked to think about your personal life, reflect upon it, and write your thoughts, feelings, and ideas. BASE and GlobalED Solutions will ensure that your words are protected and private. Only your Coach will be able to access your answers, including deleted ones. Your Coach will not share your information with anyone. As a mandatory reporting agency, the following will be the only reasons your Coach will share your information if you write about threats to harm self, harm to a senior citizen, threats to harm others, court subpoena for records, harm to a child, if someone is hurting you. Other than the above situations, everything you say will be private and confidential.

By signing this compact, you acknowledge that you have read this and agree to participating in BASE.

State of Grace is a professional counseling agency. Our team of professionally licensed therapists and mentors are here to support and foster your emotional and social growth by providing evidence based, professional therapeutic support services. These services are intended to help you have more success in your life.

The choice to participate in our programming is yours alone. If you should choose to participate in our services please be assured that our therapy and wrap-around services adhere to strict professional standards which are designed to protect your privacy. No information about your participation with our program is shared with anyone without your express written consent. There are a few exceptions to this rule and those exceptions apply anytime you disclose information that implies someone is hurting you, that you will harm yourself or that you intend to harm someone else. Also in some cases a court may issue a subpoena for our professional records about your case. In those cases it is our civic duty as a mandatory reporting agency to report these incidents to the proper authorities.

If you choose to participate with our programming you will be asked to sign and acknowledge the above situations before getting started.

Also due to our partnership with GlobalEd solutions you will be asked to sign a release authorizing us to share information with your life coach. The information shared with your life coach is intended to educate and support them so they can understand and help you meet your educational goals.

### **Early Graduation**

Students who are eligible for graduation prior to their 12th grade year can re-enroll for:

- Students can come back for sports eligibility at local high schools (football, track and more).
- Students can come back for college classes (Concurrent Enrollment).
- Students can come back for certificate programs (CNA, welding, auto, cosmetology and more).
- Students can come back and participate in Connection Trips (Day Trips and Overnight Trips for Social-Emotional Learning and High School Credit).
- Students can return to build their skills in core subjects that could support after high school success (reading, math, language arts).
- Students can return to take intro courses for desired career pathways. (Intro to computer applications, intro to graphic design, intro to health care and more).

After reviewing all opportunities, students may waive the right to re-enroll and choose to graduate now.

I am aware that if I complete all of my plan of study requirements (Graduation Requirements) prior to my senior year, I will receive my High School Diploma and I am unable to enroll back into a high school program. I do not wish to take advantage of the opportunities listed above. I am choosing to graduate now.

### **Family and Student Compact**

We all share the responsibility for improved student academic achievement and the means by which the school and families build and develop a partnership to help students achieve. We are each committed to treating all students and families fairly, with dignity and respect. We are committed to providing an excellent customer service environment focused on the success of our students.

#### **Families/Parents:**

You are an integral part of the success of your student. Students succeed when the school and parents become a team working for the success of the student. To do your part in this effort, you pledge to:

1. Support GlobalED Solutions by being responsible for supporting your student's learning. For example: monitoring attendance, academic work completion, volunteering, and participating in decisions relating to the education of your student in a positive manner.
2. Help us improve how we deliver our programs and services by being an active participant in your student's education.
3. Provide constructive feedback as appropriate.
4. Communicate with your student's Enrichment Life Coach Teacher and other GlobalED Solutions staff on a continuous basis, participate in activities, school meetings and other school events.
5. Return calls and communications from the school as soon as possible.
6. Inform the school of all phone numbers and address changes as soon as possible.

As a Parent/Family member committed to the success of my student, I hereby pledge and commit to the above items:

Parent/Family Support Member \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Student**

You are at the core of your educational success. You are the only one who can achieve a diploma prepared for all the wonderful, positive, and exciting things that life has to offer. For this reason, you pledge to:

1. Log into your curriculum every day.
2. Participate a minimum of 25 hours each week in your curriculum.
3. Complete a minimum of 5 modules or 30 lessons each week.
4. Contact your Enrichment Life Coach Teacher on at least three separate days each week.
5. Inform the school of all address and phone number changes within 24 hours of a change.
6. Check school email at least once each day.
7. Return all school contacts within 24 hours.
8. Complete work in a timely manner as determined by your Individual Graduation Plan and Career and Academic Plans.
9. Take an active part in your Academic progress; meet with your ICCAP.
10. Check with your Coach frequently about the credits you currently have and are earning.

As a student of GlobalED Solutions I am committed to my own success. I hereby pledge and commit to the above items:

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Internet Acceptable Use Policy for Students**

Access to the Internet is available at all GlobalED Solutions Education Zones. GlobalED Solutions will provide Internet access to students after they (or their parent/guardian if they are under 18) have read, agreed to, and have signed our Acceptable Use Policy. GlobalED Solutions has taken many precautions to ensure safe access to the Internet. Leading-edge technology filters are utilized to restrict access to inappropriate material. Our Education Zones are configured to allow monitors to be viewed by staff members to ensure inappropriate content is not displayed. No students will be allowed to use the Internet at our Education Zones without adult supervision. However, students may accidentally access less-than-desirable information.

We recommend that parents/guardians have continual discussions with their student regarding their Internet use at home and elsewhere throughout the year. Additionally, all GlobalED Solutions -owned computers loaned to students contain Internet filtering and other firewall software designed to restrict access to questionable materials and prevent inappropriate materials from being downloaded or uploaded to or from the computer. Filtering and firewall software serve as a first line of defense. However, even the best filtering software is not foolproof. Parents/Guardians must take additional precautionary steps to keep students from viewing and/or accessing inappropriate materials.

Internet access is designed for educational purposes and that school has taken reasonable precautions to protect users from controversial material only while at the school drop-in tutoring computer labs. Recognize that it is impossible for the school to restrict access to all controversial materials, and do not

monitor internet usage at community sites or my home. Parents/Guardians will not hold the school responsible for materials acquired through the internet. Furthermore, Parents/Guardians accept full responsibility for supervision of students when your student uses the internet in a non-school setting. Parents/Guardians give permission for the above their students to access the Internet and World Wide Web. Parents/Guardians understand that any violation of the regulations is unethical and may be illegal. If any violations occur, access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Internet access is provided to students for instruction and research through GlobalED Solutions issued computers that are internet accessible. GlobalED Solutions has established an Internet Acceptable Use Policy which includes a policy for students.

The Internet Acceptable Use Policy for Students is part of the enrollment packet reviewed with the student during MyLife and on the application certification page completed prior to enrolling. A copy of this policy can be found in this handbook. In order to use the Internet while enrolled in GlobalED Solutions you and your parent/guardian (if you are under 18) must read this policy and sign the form. You will not be able to access your courses until the agreement form is signed by you (and your parent/guardian if you are under 18) and it is returned to your Enrichment Life Coach.

Access to GlobalED Solutions curriculum is available at your home and anywhere you have Internet access. Your Internet access is not monitored by the school and you must take precautions when accessing the Internet. YOU WILL NOT BE MONITORED WHILE ACCESSING THE INTERNET. By signing the agreement, you (and your parent/guardian, if you are under 18) acknowledge that GlobalED Solutions and/or NEW AUTHORIZER do not monitor these sites and will not be held accountable under any circumstance for your Internet access.

We suggest that a similar policy be used in your home and that you and your parent/guardian discuss Internet use at home and elsewhere. Additional information on safe Internet usage for families with children is available at <http://www.safekids.com>.

## **Remote Access User Agreement Technology Privileges | Equipment and Supplies**

### **Remote Access User Agreement (Summary)**

GlobalED Solutions online curriculum, a key component of GlobalED Solutions automated resources, is academic curricula accessed by a computer in an online environment. Our curriculum is made available to students via Internet access. This document serves as an agreement between student(s), parent(s)/guardian(s), and GlobalED Solutions, to set terms and conditions under which GlobalED Solutions will assist in providing remote access to curriculum and other instructional technologies. Remote access requires the use of a computer, an Internet connection, and access to software. If the student desiring remote access capability has personal access to a computer (with at least the necessary minimum requirements), and high speed Internet access, staff from GlobalED Solutions will instruct the parent and student how to install and configure the necessary access software. If the student is unable to provide an adequate computer and an Internet connection, the school may provide some or all of this equipment along with properly installed and configured software. The provision of any equipment, and/or software, and/or access to the school's web resources and services shall be subject to the terms and conditions of this agreement, which will be signed by the Enrichment Life Coach (or his/her designee), the student, and the student's parent's) or guardian's) if the student is under the age of 18.

### **Student Internet User | Parent/Guardian Internet Permission**

I understand and will abide by the Internet Acceptable Use Policy. I understand that any violation of the regulations is unethical and may be illegal. If I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

As the parent or guardian of the student enrolling in GlobalED Solutions I have read and understand the Internet Acceptable Use Policy. I understand this access is designed for educational purposes and that GlobalED Solutions has taken reasonable precautions to protect users from inappropriate material while at the Education Zone. I also recognize that it is impossible for GlobalED Solutions to restrict access to all inappropriate materials, and that GlobalED Solutions does not monitor Internet usage at community sites or at my home. I will not hold GlobalED Solutions and/or the NEW AUTHORIZER responsible for materials acquired through the Internet. Furthermore, I accept full responsibility for supervision of my student when my student's use of the Internet is not in a school setting.

GlobalED Solutions curriculum programs, which are key components of GlobalED Solutions automated resources are accessed by a computer in an online environment. They are available to students via Internet access from their homes and other locations where WiFi or 3G connectivity is available. This document has been established to serve as an agreement among students, parent(s) or guardian(s), and the School, to set terms and conditions under which GlobalED Solutions will assist in providing remote access to curriculum and other instructional technologies. Remote access requires the use of a computer, internet connectivity, and access to necessary software. If the student desiring remote access capability has personal access to a computer (with at least the necessary minimum requirements), and high speed Internet access, staff from GlobalED Solutions will instruct the parent and student how to install and configure any necessary access software. If the student is unable to provide an adequate computer and internet access, the school may provide equipment, along with properly installed and configured software. The provision of any equipment and/or software and/or access to the school's web resources and services shall be subject to the terms and conditions of this agreement, which will be signed by the \_\_\_\_\_ (or his/her designee), the student, and the student's parent(s) or guardian(s) if the student is under 18.

I hereby certify I've read the below and give permission for my student to access the Internet. I have completed the Application certification form and enrollment and in MyLife orientation and certify I've read, understand and agree to the above policy.

### ⇒ **Lost Technology** ⇐

If the technology that is issued is lost, stolen, and/or not returned at the end of the school year or upon exit (whichever is first) the student and staff member understand that the student will be charged \$250 for the Chromebook, \$75 for the keyboard, \$50 for a broken screen, and \$25 for the charger. If the school technology is damaged, lost or stolen its full replacement value (determined by the school) is the responsibility of the student and family. Please speak with your Enrichment Life Coach for details, disclosures and qualifications.

### **User Guidelines | Specific Guidelines for Parents and Students**

- The use of any services, software, and/or equipment provided by the School must be in support of education and research and consistent with the educational objectives of the School.
- Any action by a user that is determined by GlobalED Solutions staff to constitute an inappropriate use of school equipment, software, and/or services, may result in the termination of remote access privileges and require the immediate return of all equipment provided by the School. User guidelines include, but are not limited to:
  - The student specifically agrees not to submit, publish, or display on any computer any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive or illegal material.
  - Students shall not attempt to modify the content or settings of any software programs installed on GlobalED Solutions computers. Students shall not attempt to modify the content or settings of any software programs installed on any computer provided by GlobalED Solutions.

- Students shall not attempt to install additional software on any computer provided by the School. Vandalism, or any attempt to circumvent control measures, shall result in loss of computer privileges. Vandalism includes any malicious damage to a computer or component, including hardware and software.
- The student agrees that all of the work done on lessons, quizzes, and/or tests will be his/her own work and not done by anyone else.
- Unless amended by collective consent of GlobalED Solutions, the student, and parent(s) or guardian(s), this agreement will be in effect from the date indicated on the signed Remote Access User Agreement up through the end date indicated. On the end date, all equipment provided by the School is to be returned to the School or made available for pickup by GlobalED Solutions staff. If the access software had been installed on a computer other than a School computer, GlobalED Solutions staff must be given access to that computer to deactivate this software.
- Violation of any of the above guidelines will result in the immediate loss of remote access privileges and could result in any or all of the following as regards the student: suspension, expulsion, or revocation of any early readmission possibilities pursuant to an expulsion.
- All use of GlobalED Solutions equipment is subject to authorized monitoring. No right of privacy exists in favor of any student or student's family member(s) with respect to this information.
- Student's use may be permitted provided the underage student receives written parental/guardian permission and proper supervision is maintained. Students shall not use the Internet inappropriately.
- No student is to be identified over the Internet by his/her full name, photograph, etc., without specific written permission from the parent/legal guardian. If the parent or legal guardian has signed the appropriate form provided by the Enrichment Life Coach, personal information may be posted in certain circumstances.
- Use of the Internet to defame or demean any person is prohibited. At no time shall any student display, send, or forward any communication in any form that is, or could be regarded as, derogatory or discriminatory on the basis of race, sex, religion, national origin, age, sexual orientation, or disability. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited and will result in disciplinary actions.
- Internet etiquette: Be polite. Use appropriate language. Do not use profanity, obscenities, vulgarities, or any other inappropriate language. Do not reveal your personal address or phone number or the personal addresses or phone numbers of others. Remember that any illegal activities are strictly forbidden.
- Users may not download, nor use, any documents or data that could knowingly cause damage to a school's computer system (ex: viruses or other malware). Students will not engage in any activity that requires an exchange of money, credit card numbers, or where they enter into an area of service for which GlobalED Solutions will be charged a fee. Purchases or sales of any kind are prohibited on school computers.
- Vandalism and Harassment: vandalism and harassment will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the Internet, or any of the above-listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, altering a computer's operating system files and uploading or creating computer viruses or other malware. Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted email.
- The illegal installation of copyrighted software for use on an GlobalED Solutions computer is prohibited.
- Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of GlobalED Solutions is prohibited.

- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
- GlobalED Solutions and NEW AUTHORIZER shall be the final authority on use of the school network and/or Internet.
- Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Internet Acceptable Use Policy.
- Personal Responsibility: every student accepts personal responsibility for reporting any misuse of the Internet and/or network to the Enrichment Life Coach or other GlobalED Solutions personnel.
- All GlobalED Solutions equipment, including voice mail, is intended for school use.
- No email, voice mail, or any message, file, or record created by a student is considered confidential, even if this material is password protected. Any deleted message or file may be recovered and reviewed.
- All information contained in GlobalED Solutions computer systems and the documents generated from them are for the exclusive use of GlobalED Solutions in connection with conducting business.
- Acceptable Use: The use of Internet and/or school account(s) must be in support of education and research and consistent with the educational objectives of GlobalED Solutions. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or individual state regulation is prohibited.

### **Liability**

GlobalED Solutions make no warranties of any kind, expressed or implied, for remote access service. Use of any information obtained via the remote access service is at each user's own risk. GlobalED Solutions specifically deny responsibility for the accuracy or quality of information obtained through the remote access service. The parent/guardian and student assume all responsibility for information accessed from non-school locations. By signing the Remote Access User Agreement, you acknowledge that you have read and agree to the School's acceptable use policy.

### **Minimum Technical Requirements for Online Courses**

- Chromebook, or equivalent capability running Chrome
- Internet connection, a broadband connection is recommended

These requirements are subject to change based on the courses taken.

### **Weapons in Education Zones**

GlobalED Solutions has determined that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and personnel.

Carrying, bringing, using or possessing a dangerous weapon at any GlobalED Solutions location, any GlobalED Solutions facility, any GlobalED Solutions academic setting, or at any GlobalED Solutions-sponsored activity is strictly prohibited.

### **As used in this policy, a dangerous weapon means:**

- Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device, which includes:
  - Any explosive, incendiary, or poison gas
  - Bomb
  - Grenade

- Rocket having a propellant charge of more than four ounces
- Missile having an explosive or incendiary charge of more than one-quarter ounce
- Mine, or similar device
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter
- Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

**Violation of this policy may require that proceedings for the expulsion of the student involved be initiated by the Chief Executive Officer.**

- GlobalED Solutions shall maintain records which describe the circumstances involving expulsions of all students.
- GlobalED Solutions personnel shall refer any student who brings a firearm or weapon to an GlobalED Solutions location to law enforcement. An exception to this policy may be made for students who participate in specific school-sponsored activities.
- According to Section 921, antique firearms are not included in the definition. In addition, we have been advised by the Bureau of Alcohol, Tobacco, and Firearms that Class-C common fireworks are not included in the definition of weapon. For additional information about whether a particular weapon is a "firearm" under this definition, contact the Safe and Drug-Free Schools Program at (202) 260-3954 for a referral to the nearest Bureau of Alcohol, Tobacco, and Firearms field office for specific guidance on an authorized extracurricular activity or team involving the use of firearms.

GlobalED Solutions • Student Conduct and Discipline Code • 2011–2012

- LEGAL REFS. 18 U.S.C. §921 (a)(3) (federal definition of —firearm)
- 20 U.S.C. §8921 *et seq.* (Gun-Free Schools Act of 1994) C.R.S. 22-33-106 (1)(d)
- CITY ORDINANCE, 11-1-705

## Bullying Prevention

### Definition of Bullying Behavior:

"BULLYING" MEANS ANY WRITTEN OR VERBAL EXPRESSION, OR PHYSICAL OR ELECTRONIC ACT OR GESTURE, OR A PATTERN THEREOF, THAT IS INTENDED TO COERCE, INTIMIDATE, OR CAUSE ANY PHYSICAL, MENTAL, OR EMOTIONAL HARM TO ANY STUDENT. BULLYING IS PROHIBITED AGAINST ANY STUDENT FOR ANY REASON, INCLUDING BUT NOT LIMITED TO ANY SUCH BEHAVIOR THAT IS DIRECTED TOWARD A STUDENT ON THE BASIS OF his/her ACADEMIC PERFORMANCE; OR AGAINST WHOM FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION UPON ANY OF THE BASES DESCRIBED IN SECTION [22-32-109](#) (1) (II) (I). THIS DEFINITION IS NOT INTENDED TO INFRINGE UPON ANY RIGHT GUARANTEED TO ANY PERSON BY THE FIRST AMENDMENT TO THE UNITED STATES CONSTITUTION OR TO PREVENT THE EXPRESSION OF ANY RELIGIOUS, POLITICAL, OR PHILOSOPHICAL VIEWS.

### Bullying Prevention

Bullying includes one or more of the following behaviors that results in interfering with a student's educational opportunities:

- When a person is exposed to negative actions
- When one person has more power, so the person being victimized feels that he/she can't defend him/herself

- When a person, who is a target, may feel embarrassed, hurt, scared, intimidated, and/or angry, and that student is not able to defend him or herself appropriately
- Unacceptable behaviors that interfere with respect, responsibility and safety of students include all aspects of bullying.

### **Examples of Bullying Include, but are not limited to:**

- **Physical aggression:** pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc.
- **Social alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice or practice of an alternative lifestyle, etc.
- **Verbal aggression:** mocking, put-downs, directing profanity at others, etc.
- **Intimidation:** threatening others to do something, threatening with a weapon, playing a “dirty trick,” hazing, etc.
- **Cyberbullying:** defined as the use of electronic information and communication devices to include and not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, Facebook, SKYPE, WebEx and defamatory websites, that: deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual’s property or person.

### **Reporting and Procedure and Investigation**

Any pupil or staff member who believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or staff member has knowledge or reason to believe another student or school staff member is being subjected to, or has been subjected to, cyber bullying shall immediately make a report to your Enrichment Life Coach, or any other GlobalED Solutions staff member. The Enrichment Life Coach or other staff member will report to their immediate supervisor, an incident report will be initiated, and the situation will be reported to law enforcement when appropriate.

### **Action Following Investigation**

If the conduct is determined to be bullying, GlobalED Solutions shall take all reasonable action to end the bullying, to prevent recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation, and to restore lost educational opportunities to the bullied student. In addition, the bully shall be disciplined according to applicable discipline policy. The bully may be suspended/expelled/excluded in accordance with policy.

### **Anti-Harassment**

Any person, student, adult, GlobalED Solutions Staff and GlobalED Solutions visitors will follow the anti-harassment policies set forth. GlobalED Solutions shall investigate all complaints of bullying formal or informal, verbal or written and to discipline or take action against any member of the community who is found to have violated this policy. Appropriate corrective action includes taking necessary steps to end the behavior, to prevent bullying from recurring and to prevent retaliation against anyone reporting the bullying investigation. In addition, the bully shall be disciplined according to any applicable discipline policy.

### **Notice and Training**

Notice of this policy shall be circulated to all GlobalED Solutions staff members and be posted on GlobalED Solutions student and staff portals. A bully-prevention curriculum will be incorporated into appropriate programs. A survey will be administered at least twice per year to students and staff regarding any bullying issues within the GlobalED Solutions environment to ensure student and staff safety. Results from the surveys will guide professional development training to staff and students.

- Legal Refs.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000 et seq. Title IX of the Education Amendments of 1972, U.S.C. 1681 et seq.
- C.R.S. 24-34-401 et seq.

### **Addressing Concerns or Complaints: A Parent's Right to Know**

GlobalED Solutions IS committed to providing the highest quality education to all students. And, an important part of the education process is open and honest communication.

Concerns or complaints should try to be resolved through an informal process of cooperation among the affected individuals. However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members.

#### **How to Obtain Assistance**

- Students, parents, or guardians who believe decisions made by staff members are not in their best interests may share concerns to any staff member and/or administrator who shall be available or schedule appointments to hear these complaints. Any student, parent or guardian who believes that conduct, either by an individual or by a group, creates a hostile or abusive environment that limits a student's ability to participate in or benefit from the educational program is encouraged to notify school staff members.
- Following a report of inappropriate conduct, the appropriate GlobalED Solutions staff members and/or administrators shall take immediate action to address the concern; and he or she may take appropriate disciplinary action as appropriate.

#### **First: Meeting With The Regional Service Director and/or VP of Colorado**

If a student, parent, or guardian is not satisfied that a concern or complaint previously presented to a member of GlobalED Solutions staff has been resolved satisfactorily, the student or parent or guardian may request a meeting with the student, parent or guardian, and the Regional Service Director and/or the VP of Colorado when necessary. The Regional Service Director and/or VP of Colorado may request that the parent or guardian attend and shall, following the meeting, promptly inform the parent or guardian in writing of his or her decision on the complaint.

#### **Second: Written Complaint to the Senior Leadership Office. 1-855-695-3354**

The determination regarding a concern or complaint may be appealed by the student or parent or guardian to the appropriate officer within one week following receipt of the Regional Service Director and/or Principal's determination. The written appeal should state precisely the reasons for dissatisfaction with the Regional Service Director or VP of Colorado's decision and should be limited to the matter under review. Upon receipt of a written complaint, the appropriate officer shall promptly review the complaint and inform the student or parent or guardian in writing of the decision. The officer may at his or her discretion include a meeting with the Regional Service Director and/or VP of Colorado and the student or parent or guardian as part of the review of the complaint and shall notify Senior Leadership.

### **Discrimination Inquiries or Complaints**

GlobalED Solutions does not discriminate on the basis of race, color, national origin, religion, gender (including sexual harassment and pregnancy), age, disability, or genetic information in its programs and activities. The Department of Human Resources has been designated to handle inquiries regarding nondiscrimination policies (e.g. Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990) and can be reached as follows:

- Human Resources: [hr@globaled.one](mailto:hr@globaled.one) or 1-855-695-3354

### General Inquiries

For general inquiries about GlobalED Solutions, policies and procedures please contact:

GlobalED Solutions  
107 W 11th Street  
Pueblo CO 81003  
1-855-695-3354

**If at any time our staff fails to assist or serve you and your student please call 1-855-695-3354 and ask for the CEO. We are here to assist you and want to ensure your time with us is both enjoyable and educational.**