GUILFORD eLEARNING
UNIVERSITY PREP

eLearner & Parent Handbook

2022-2023

Guilford eLearning Prep University (K-8)

Interim Superintendent

Dr. Whitney Oakley

School Support Officer

Dr. Kendra March

Guilford eLearning University Prep Administrative Staff

Tanicka Robeson - ePrincipal

Veronica Bryant - Assistant ePrincipal

Candace Kimball - Assistant ePrincipal

GUILFORD eLEARNING UNIVERSITY PREP

Table of Contents

Dear eLearners, Parents, and Guardians,

I want to officially welcome and thank you for choosing Guilford eLearning University Prep where we **intentionally transform online education and life outcomes for all eLearners** (students).

We are committed to providing your child in grades K-8 with a learning experience, that is:

- innovative
- rigorous
- personalized

Vision

Guilford eLearning University Prep intentionally transform virtual education and life outcomes for all eLearners.

Mission

Guilford eLearning University Prep provide an innovative, flexible, rigorous, and personalized learning experience to prepare eLearners to compete and succeed globally.

Seven eLearning Values

The eLearning values guide our culture and expectations as we strive to deliver high quality online instruction within Guilford County Schools and beyond.

1. Self-Driven
2. Digital Mindsets
3. Communicators
4. Innovators
5. Collaborators
6. Problem Solvers
7. eChange Agents

Profile of a Successful eLearner

Over the course of this school year you will be challenged, yet inspired by your administrator, teachers, and mentors to grow not only academically, but socially, mentally, and emotionally to reach your fullest potential. Teachers with years of online teaching experience agree that eLearners who have a successful, satisfying eLearning experience share several critical characteristics. Review these characteristics and reflect on these questions.

- **Good Time Management:** Can you create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?

- **Effective Communication:** Can you ask for help, make contact with other eLearners and the teacher online, and describe any problems you have with learning materials using email, text messaging, and/or the telephone?

- **Independent Study Habits:** Can you study and complete assignments without direct supervision and maintain the self-discipline to stick to a schedule?

- **Self-Motivation:** Do you have a strong desire to learn skills, acquire knowledge, and fulfill assignments in online courses because of an educational goal? Can you maintain focus on that goal?

- **Technologically Prepared:** Are you prepared to use constantly evolving technology to learn? The International Society for Technology in Education (ISTE) published a set of Standards for eLearners designed to empower eLearner voice and ensure that learning is a eLearner-driven process.

- **Commitment:** Are you committed to actively engage with your teachers and peers on a daily basis, and willing to spend up to six hours per day on your assignments?

Whether you were able to answer yes to all or none of the questions, GeUP is here to help you, every step of the way!

ACADEMICS

Overview
In our eLearning environment, a wide range of online courses and curricula are used to meet or exceed North Carolina State Standards by utilizing the Guilford County School District's scope and sequence for academics. Some of the innovative and engaging digital learning tools include: Canvas, Nearpod, Google Apps, Zearn, ARC cloud, NewsELA, STEMscopes, DiscoveryEd TechBook, and Waterford. Our digital resources are reviewed annually for effectiveness, rigor, equity, and relevancy based on our ever-evolving educational advances.

Academic Calendar
GeUP follows the Guilford County Schools Traditional School Calendar. The first day of school is **Monday, August 29, 2022** and the last day of school is **Friday, June 9, 2023**. See Appendix #1 for more details.

Overall Approach
- Teachers will follow the GCS pacing guides for instruction of the core standards.
- eLearners will login to Canvas daily. To login, eLearners will need their Student ID #. Please contact the school if you do not know your Student ID #.
- Supports for virtual learning can be found on our website under "Virtual Learning" tab.
- Canvas will be used as the learning hub for every eLearner's virtual instruction.
- eLearners will be expected to log into their homeroom teacher's Canvas page every day. Attendance will be taken daily.
- Classroom teachers will provide both asynchronous and synchronous/live-by-video instruction for at least three hours each week for their eLearners that will include whole group and small group instruction.
- Instructional lessons will provide direct instruction, guided practice and independent practice of the standards being taught.
- To determine next steps for individual eLearners "checks for understanding" will be used in order to help ensure eLearner mastery of the standards that are taught.
- eLearners will turn in assignments to teachers. Assignments will be graded and eLearner attendance will be monitored by classroom teachers.
- Official grades will be given during virtual learning.

Synchronous/Live-by-Video
- All teaching, learning and feedback will be accessed synchronously (live by video) with direct contact with a live GCS teacher. All synchronous classes will be recorded and posted on Canvas in order to access at any time.
- Because human connection and synchronous feedback is crucial for sustaining eLearner engagement, live-by-video teaching will be organized by the teacher's master schedule and will include direct, whole group/small group, teacher-led instruction as well as drop-in office hours led by eLearners' questions.

eLearner Expectations
- eLearners must have their Canvas login information. Teachers will share Canvas passwords. Many online tools can be accessed through this link
https://sites.google.com/mygcsnc.com/studentportalgcs/home
- eLearners must have a device for online learning. Any device that can get on the Internet will work!
- eLearners are expected to log onto their homeroom teacher's Canvas page every day by 8:20 AM, to be ready for class at 8:30 AM.
- eLearners are expected to participate in the lesson's instructional activities.
- eLearners are expected to complete assignments by the due dates provided by their teachers.
- eLearners are expected to give their personal best when working on learning tasks. This will help the teacher provide individualized feedback and determine next steps.
- All assignments must be submitted through Canvas, unless other arrangements are made with the teacher.
- If eLearners experience technical problems or login trouble, please contact the teacher.

Communication
- Communicate questions for teachers via Canvas Inbox or e-mail based on the teacher preference.
- Be proactive and ask questions when you do not understand something or need help.
- With technology issues, please communicate teachers as soon as the issue arises to determine a new assignment due date.

Virtual Learning Best Practices for Students
- Create a learning space
  - Your space should be in a quiet location away from distractions.
  - Your electronic device should be charged and connected to the internet.
  - Have headphones/earbuds ready.
  - Have workbooks, paper, and pencils ready.
  - Try to keep siblings/pets/toys out of your space during instruction so you can listen and learn.
- Get organized.
  - Create weekly schedules.
  - Create daily "To Do" lists.
- Set personal goals.
  - Make a habit of setting short-term and long-term goals for yourself.
  - Reward yourself when you achieve a goal.
- Make time for breaks.
  - After about 45 minutes or an hour of work, take a short mental break.
    - Go outside.
    - Go for a walk.
    - Do yoga.
    - Have a snack.
- Stay positive.

Virtual Learning Best Practices for Parents

- Attend appropriate grade level virtual open houses.
- Fill out or update Parent Contact Information for the school and teachers.
- Ensure that your child has necessary supplies and materials.
- Create a space in your home that will be "school." This space should be:
  - Free of distractions (toys, pets, siblings, loud noises)
  - Have headphones/earbuds and a microphone, if possible.
- Please be aware that others can hear what is going on in your home through the microphone.
- Work with your child to set home expectations for what school will look like, feel like, and sound like for virtual learning.
- Create a daily schedule with your child.
- Help children be in their space with needed supplies and ready to learn.
- Because grades will be assigned to student work, it is important for eLearners to work independently when possible so teachers can truly know in what areas they need help.
- If your child will be working with another adult, or in another location, make sure to communicate with their teacher, through Canvas, and give permission for the teacher to communicate with that adult. In this circumstance, confidential information will *not* be shared, just the opportunity to help your child, if needed.
- Read the announcements daily, they will provide lots of information for what the expectations are.
- Join Canvas as an "observer" so you can help monitor what your child is working on.
  - Link - [Click here for tutorial to set Observer on Canvas](#)

Live Instruction

- The instructional day begins at 8:30 AM and ends at 3:30 PM. Students are expected to attend all classes every day, with their cameras turned on.
- Live Instruction will be recorded for eLearners and posted on the Canvas site.
- Please remember that what is seen during live instruction regarding the eLearners in the class is confidential, just as it would be if you were volunteering in the physical class on campus.
- eLearners should arrive to the class on time.
- eLearners need to remain on mute while the teacher is teaching. eLearners shouldn't mute or unmute others.
- Refrain from using the chat box, both group and private, unless assigned by the teacher.
- Be mindful that everything can be seen by the teacher and administration. The same Student Code of Conduct should be adhered to, even virtually. Be a positive influence in the classroom.

Class Canvas Pages: Required Elements

All class Canvas Pages are built from the same template and should have consistent navigation. The Home Page for each teacher's Canvas page will contain:
  - Teacher name and contact information.
  - Meet your teacher information (orientation video)
  - Daily and Weekly announcements
  - Live teaching times
  - Grades
  - Links to any other frequently used resources

ASSESSMENT REQUIREMENTS

All Guilford eLearning University Prep eLearners must take any Interims, Post-Tests, Final Exams and North Carolina End of Course (EOC) or End of Grade (EOG) assessments. The State EOG/EOC's and district NWEA assessments are required to be taken in person. The specific dates for these assessments will be announced throughout the year. eLearners may not exempt themselves from a North Carolina EOC, EOG, or Final Exam. North Carolina EOCs and EOGs are required by the state of North Carolina. Failure to attend a test will result in a grade of 59 being issued (or the grade the eLearner has earned if lower) until the test is taken.

All eLearning coaches and eLearners should be aware that assessment dates are tentative at the beginning of a school year and are subject to change. For up-to-date test information visit the assessment section of the GeUP website prior to any testing window.

ATTENDANCE

Virtual attendance for each student is required at Guilford eLearning University Prep. A daily digital presence is required to be successful in an eLearning course. eLearners that are missing assignments and have not logged in to his/her course for more than two days will be contacted by the teacher of record. If the inactivity persists, GeUP will request a parent conference to determine the eLearner's enrollment status and to determine if the eLearning environment is an appropriate educational setting for the eLearner.

The following are recognized by the state of North Carolina and shall constitute lawful or valid reasons for the temporary absences of an eLearner.

1.   Illness or injury – document with a doctor's note whenever possible

2.   Isolation ordered by the State Board of Education

3.   Death in the family

4.   Medical or dental appointment: schedule outside of live teaching times if possible

5.   Court or administrative proceedings where the eLearner's presence is required by the court

6.   Religious observances

7.   Educational opportunity: secure permission in advance

Note: An eLearner who is suspended from school is lawfully absent.

North Carolina General Statute (GS115C-378) requires that "the parent, guardian, or custodian of a child shall notify the school for the reason of each known absence of the child, in accordance with local school policy".

Extended Absences
In case of extended illness, hospitalization, or injury, the parent should contact the eLearner's teacher and GeUP Administration to determine appropriate action. Absences due to extended illnesses may also require a statement from a physician.

Attendance Policy

Although GeUP is a virtual school, it will operate and will be structured like a traditional school. Students will have to adhere to the following attendance expectations:

- Students are expected to engage in school on average **five to six hours per day** and **25-30 hours per week**. Below is a sample schedule only, times are examples:

Sample K-5 Daily Schedule

Time	Sample K-5
8:10-8:25	Morning 'UP'dates
8:30-9:10	Special
9:15-11:00	Reading
11:00-11:30	Level 'UP'
11:30-12:30	Lunch
12:30-2:15	Math
2:15-2:45	Level 'UP'
2:45-3:15	Science/Social Studies
3:15-3:30	Office Hours

Sample 6-8 Daily Schedule

Time	Sample 6-8
8:10-8:25	Morning 'UP'dates
8:30-9:20	Class 1
9:25-10:15	Class 2
10:15-10:40	Office Hours
10:40-11:30	Class 3
11:30-12:30	Lunch
12:30-1:15	Encore
1:20-2:10	Class 4
2:10-3:30	Level 'UP'

- All students will be required to attend **all core and encore classes daily**. We have found that students who are actively engaged daily during synchronous instruction with the teacher have been more successful.
- During synchronous instruction, **students will be required to have their cameras turned on**. This is to ensure each student is actively engaged with the teacher and peers. Students may opt to have a virtual background to hide their physical background.
- Student attendance will be captured daily during synchronous instruction and based on daily assignment submission. **Students will be marked absent if they do not attend the synchronous classes with their camera on, and/or submit an assignment in Canvas**.
- Students who demonstrate poor academic performance and/or excessive absences, will be recommended to return to their attendance zoned in-person school at the conclusion of the semester.

eLearners Traveling Abroad

eLearners that are traveling abroad during an active semester are required to adhere to the GeUP Attendance Policy, GeUP Late Work Policy, and must have access to all technological needs as outlined in this document.

Make-Up Policy

eLearners are allowed to make up work for excused absences only. A parent or legal guardian must notify the GeUP teacher via email, text, or phone call within 48 hours of the missed assignment. When an eLearner fails to submit online course work due to a GCS excused reason, he/she will be given one day to make up the missed assignment for each day he/she was absent. It is the parent's responsibility to contact the eLearner's teacher to address any and all make-up work due to an eLearner's excused absence. Parents should stay in contact with their eLearners' teachers during their absence. Please send email updates to your child's teachers

every three days in the event of an extended absence. Teacher contact information can be found on the Canvas course Home page of each class in which the eLearner is enrolled.

Online Learning for School Closures
In the event of a Guilford County School inclement weather closure, GeUP will remain open. eLearners and teachers should continue normal operation and follow the Guildford eLearning University Prep academic calendar and pacing.

UNIVERSITY PREP STUDENT ACCOUNTABILITY PLAN
We want to encourage all students to continue working daily in their canvas courses and keep up with their weekly assignments. Students should not fall more than one week behind on any assignments for any core or encore class.

In an effort to help students stay on track with their weekly assignments. We will require students to be caught up on any past due or missing assignments at mid-quarter.

Any past due or missing assignments not completed by the mid-quarter deadline, will automatically be locked and students will be required to attend the teacher's office hours for assignments to be unlocked.

During the office hour teachers will have the opportunity to speak directly with the student to address any barriers that caused the student to fall behind and develop an individualized catch up plan. If the teacher does not hear from the student, those missing assignments that were due prior to the deadline, may automatically turn to zeros and students may not have the opportunity to make it up.

Purpose and Rationale of Accountability Plan
The purpose of this accountability plan is to keep all students on track week to week, and to prevent students from waiting until the end of the quarter to play catch up. We want students actively engaging in the course Monday – Friday. When students fall behind due to procrastination, it brings on unwanted anxieties and stress for the student and parent.

If students fall behind due to a lack of understanding or comprehension of the course materials, teachers need to know that as well, which is why students will be required to attend the Teacher's office hour to request the missing assignment to be unlocked.

Also, we have created a sample eLearner schedule/planner to help our eLearners become more organized in order to be successful in the virtual environment.

We are challenging our eLearners to take ownership and responsibility in their learning. However, we will provide them with the tools and supports to help them make that transition with our new eLearner Success Academy.

AUTHORITY OF THE PRINCIPAL

The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce the Guilford County Schools Code of Conduct. In cases of disruptive, disorderly or dangerous conduct not covered in the Code of Conduct, the principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the eLearners and the school, provided such action does not violate the law, or a school board policy or procedure.

ADVANCED COURSES GUIDELINES

eLearners in advanced courses are expected to maintain a B average in their course. Progress is monitored on a daily basis and concerns are communicated to eLearners and parents. At the four-week mark of the quarter, the teacher and counselor will review the eLearner's grades. If an eLearner is struggling, additional recommendations will be offered to assist the eLearner. At the six-week mark of the quarter, performance will be reviewed again by the teacher, counselor, and administrator. eLearners who continue struggling to maintain a B average will then be placed in the standard course.

COMMUNICATION

Clear communication is an essential part of a successful eLearner experience. All faculty and staff at GeUP are committed to ensuring that there is clear, consistent, and timely communication with all parents and eLearners. eLearners and parents/guardians are encouraged to check each of their Canvas courses daily for information such as lessons, assessments, important dates, etc. Also, we encourage you to connect with your teachers when questions or concerns arise. The following are suggested ways of contacting your teachers:

- Phone
- Text
- Email
- Class Dojo

Teachers will provide eLearners with their work contact information. There should be no correspondence to or from teachers using their personal contact information (phone, text, email, or social media accounts). Also, eLearners should use their GCS email addresses to send emails to teachers' GCS email addresses and vice versa.

eLearners are to address both faculty and peers with respect and courtesy when speaking on the phone, emailing, texting, participating in chats, and in any written discussions or assignments within the online community.

For inquiries about eLearner grades and attendance, we encourage parents to visit the ParentPortal at https://gcsnc.powerschool.com

We also invite you to stay connected with GeUP by visiting our website at www.gcsnc.com/universityprep and follow us on social media on Twitter, Facebook, and/or Instagram.

CONFERENCES

Parent/teacher virtual conferences may be scheduled with any staff member by contacting the school counselor, advisor, or teacher. Please make contact at least 24 hours in advance of the appointment date/time.

DISCIPLINE

Please refer to the Guilford County Schools Student and Parent Handbook for rules and regulations concerning disciplinary procedures for the 2022-2023 school year. GeUP will facilitate the transfer of discipline records to any public or private school in which an eLearner is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school. In addition to the GCS Code of Conduct, the following rules and regulations apply:

BEHAVIOR

GeUP eLearners are expected to follow all rules outlined in the Guilford County Code of Conduct as well as the established and expected code of conduct at GeUP. The teacher is the educational leader of his/her online classroom and will maintain a disciplined atmosphere. eLearners are expected to comply with teacher requests and to maintain a high standard of respect and digital citizenship in the online community. At no time will violence, threats, disrespectful conduct, or profanity of any type be permitted at GeUP. At the principal's discretion, eLearners violating behavior expectations may result in a discipline referral, or in severe cases dismissal from GeUP.

ETHICS

Ethics Agreement for Guilford County Public Schools
All eLearners of GeUP will abide by all rules and regulations published by the Guilford County Board of Education and agree to the jurisdiction of all disciplinary panels and procedures established by the GCSBOE to address violations of rules of the honor code of GCS. All eLearners of GeUP will abide by the school's acceptable use of technology policy specifically covered in the GCS eLearner Conduct Behavior Code (see rules 3 and 27). All assignments and tests will be submitted and performed by the eLeaner. GeUP eLearners will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America.

Academic Dishonesty
It is the expectation that all eLearners at GeUP will exhibit academic integrity when completing their coursework. Plagiarism is taking someone else's words or creation and passing it off as your own or the stealing of ideas from an old source and passing those ideas off as new and/or original. If an eLearner is suspected of cheating or plagiarism on assignments within his or her course, the following consequences will occur:

- **First offense**: The eLearner will receive no credit on that particular assignment and parents will be notified of the incident. The teacher may require additional assessments to be completed in a proctored setting. Administrative referral may be issued.

- **Second Offense**: The eLearner will receive no credit on that particular assignment and parent will be notified of the incident. Additionally, the eLearner must complete all future assessments at the teacher's discretion in a proctored setting. Administrative referral issued.

- **Third Offense**: Discretion of the GeUP administration.

ENROLLMENT, TRANSFER & WITHDRAWAL PROCESS

Requirements for Enrollment

Before any student is assigned to attend Guilford County Schools (GCS), the student's parent, legal guardian or sponsor (legal guardianship or sponsorship requires additional documentation from a court or agency) must provide proof of date of birth, legal name and legal residence in Guilford County.

The student's parent, legal guardian or sponsor (legal guardianship or sponsorship) must apply through SchoolMint by doing the following:
- GCS Website: https://www.gcsnc.com/
- Scroll down to middle of page: under **Quick Links**
- Click on: **SchoolMint Registration**

For instruction on how to enroll students new to GCS click on the following tutorials:

- *FAQ Student Online*
- *Online Enrollment System*
- *Brief Video about creating an account*

Requirements for Withdrawal

Only the parent(s)/guardian(s)/caretaker(s) who enrolled the student(s) may withdraw the student(s).
Parents who wish to transfer student back to another GCS school must go onto SchoolMint and withdraw their application from SchoolMint and also contact the GCS school that the student will be attending/returning to.

Parents who wish to withdraw their student out of the GCS school district/state must provide a written request that can be emailed to universityprep@gcsnc.com. Parents should provide the following information:

- Name of your child/children
- Student's Identification Number
- The City/County/State
- Name of the new school
- Your phone number and/or email address
- Date of Request

Please indicate the Reason for Withdrawing Your Student
- I have moved out of school's attendance zone
- I am moving out of state
- I will homeschool my student
- I have moved to another school district within the state
- I am transferring my student to his/her zoned school of attendance
- I am transferring my student to a private school

GRADING AND REPORTING

Teachers are required to update grades weekly into PowerSchool. Also, eLearners will receive progress reports every four to five weeks throughout the school year. Report cards and progress reports are delivered via email to parents and students. It is imperative that we have an updated email on file for you to receive report cards and school information.

Elementary School

Common assessments (every 1-2 weeks), projects, and unit tests are graded. These grades are used to determine the eLearner's report card grade.

In grades K-2, eLearners' mastery of skills will be measured as follows:

4 – Outstanding ~ eLearner can do independently and all work is correct

3 – Satisfactory ~ eLearner can do independently and most of the work is correct

2 – Needs more Practice ~ eLearner can do the work with support

1 – Unsatisfactory ~ eLearner cannot do the work and exhibits below grade level performance

In grades 3-5 letter grades are given in subject areas

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

Homework is not graded but is considered a work habit. Work habits are graded using a S, N, U, as well as conduct.

Middle School

The progress reports include a numerical average for the grading period, work ethic impacting grades and achievement, attendance, and comments from the teacher on eLearner progress. The numerical average is calculated as follows:

Assignments/Classwork – 45%

Assessments (quiz, test, common assessments) - 30%

Participation/ Collaboration (discussion posts, collaborative projects, 1:1 and small group meetings – 25%.

The EOG for middle school eLearners is used to assist in determining promotion to the next grade.

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

Students who perform below a C average in any course, will be required to have a parent conference in order to determine what supports are needed to get back on track.

Grade Reporting Schedule

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Interim Reports posted to PowerSchool	September 27	December 7	February 28	May 9
Mid-Quarter Missing Assignments Deadline	September 23	December 2	February 24	May 5
End of Quarter Missing Assignments Deadline	October 26	January 25	March 29	June 8
Grading Period Ends	October 27	January 26	March 30	June 9
Teacher Workday	October 28 & 31	January 27	March 31	June 12 & 13
Report Cards posted to PowerSchool	November 7	February 7	April 6	June 21 (mailed)

Late Work Policy
1. All submissions are due on or before the assigned due date.
2. The grace period for all assignments is 11:59 PM on Friday of the assigned week for full credit.
3. The grace period does not apply to tests, quizzes, and projects.
4. If an assignment is submitted past the grace period, at the discretion of the teacher, a late deduction will be applied to completed work, resulting in a maximum score of 80%.
5. No late work will be accepted after a unit test (or equivalent summative assessment) has been administered.

If an eLearner has an issue with an assignment, the eLearner must communicate with their teacher prior to the assignment deadline to be considered for full credit. In addition to this policy, discussions posts will not be accepted late.

Missing Work Policy
To receive partial credit for missing or late work, eLearner work must be submitted within ONE week of each quarter's end. Failure to comply with this policy can result in a zero given for any assignments left unsubmitted.

Technical Difficulties
All courses provided by GeUP are presented strictly in an online format. Due to the online nature, eLearners are required, at all times, to have access to fully functional devices and reliable internet. It is also strongly preferred that students have working cameras and microphones to participate in live lessons. This requirement ensures that eLearners will be prepared for success in the online setting and if at any time this access is

unavailable, it is the eLearner's responsibility to secure an operational device or seek internet access, as technical difficulties will not be accepted as an excuse for missing or late work.

Options for eLearners that do not have access include but are not limited to:

- Applying for access to loaner devices through GeUP
- Utilizing technology available at the public library or other public entities

eLEARNER SUPPORT SERVICES

Counseling Support
The GeUP counseling staff offers a variety of services to eLearners, parents, and staff members. These opportunities exist to ensure that eLearners are given the opportunity to explore their interests, satisfy graduation requirements, and plan future career objectives. The counselors plan and implement guidance activities throughout the year. The Guilford eLearning University counselors are:

Mrs. Gloria Brown (K-5) and Mrs. Lashana Richards (6-8)

Counselors are available to eLearners and parents throughout the week for appointments. Parents may make appointments by emailing universityprep@gcsnc.com. eLearners may request appointments online at the virtual counseling office on the GeUP website.

eLearners with Disabilities
eLearners with disabilities applying for enrollment as a full-time eLearner should consider the amount of support available through an online learning environment and consider GeUP a match to the least restrictive environment.

Intervention Support Teams
Each school in Guilford County has an Intervention Support Team (IST) which is a collaborative group comprised of educators and parents of the child being supported in the IST process. This team uses a systematic approach to the development of interventions for addressing the learning and/or behavioral concerns of eLearners. The membership of the team includes the referring teacher and at least two other participants who may include administrators, teachers, counselors, school psychologists, social workers, or other school personnel as appropriate to meet the needs of the eLearner. While parental consent is not required for the team to meet or for the development of the intervention plan, parents of the child being discussed are viewed as essential members of the problem-solving team and are invited to attend each IST held for their child. The purpose of the team is to develop strategies to help the eLearner become more successful at school by providing teachers with instructional interventions and parents with recommendations for helping their child at home.

Clubs & Extracurricular Activities
GeUP offers a variety of social activities in a virtual environment, including: clubs, field trips, mentorships, and events to celebrate and recognize eLearner achievements. Clubs and extra-curricular activities are dependent on eLearner interest, faculty sponsorship, and administrative approval. At this time, GeUP does not offer sports. Students are encouraged to seek community or recreational sporting opportunities. The most up-to-date list may be found on the website.

Impaired/Handicapped Access
GeUP wishes to meet the needs of all of its eLearners and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the GeUP Counselor.

Consumables, Course Kits and Materials Policy
It is the policy of Guilford County Public Schools to administer a system of maintaining and controlling textbooks, media materials, and science kits & equipment. Recognizing these materials represent a sizable financial investment, the system will establish rules and regulations, as it deems necessary, for the care and protection of these materials.

These rules and regulations may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged book, media materials, or science kits at replacement cost:
- eLearners may be refused any additional textbooks, media materials, or science kits & equipment until restitution is made.
- eLearners may be made to participate in appropriate voluntary services to the school, to reimburse the cost of the lost materials.
- eLearners may be denied participation in extracurricular activities until restitution is made.

Please Note: Materials not turned in at the end of a term will be marked lost and the eLearner will be assessed the cost of replacement.

VIRTUAL MEDIA MALL
The Virtual Media Mall is an integral part of the educational program at GeUP. It provides electronic sources for faculty and eLearners that enhance and support all areas of the curriculum. The Virtual Media Specialist is available for consultation and assistance throughout the day.

The following electronic materials are available through the Virtual Media Mall:
- GCPS online databases and eBooks
- Guilford's Open Access to (public) Libraries for Students) – Searchable eBooks for reference and research
- FollettShelf – Variety of eBooks available for checkout, download, or to view online
- Mobile apps for most resources

Software Used at GeUP
The official software of GCS includes the Microsoft Windows operating system for PC's, the Microsoft Office Suite (Excel, Word, Access, PowerPoint), and Google Education Apps (Google Docs, Forms, Slides, Sheets, etc.). eLearner assignments made in other software packages may not be able to be opened at school. As a general rule, documents made in other software titles may be saved as rich text (.rtf) or plain text (.txt) and may be opened here at school, although the formatting of fonts and layouts may be lost in doing so. Currently, our school is using Windows10, Office 365, and the Google Suite.

Media Release Information
Parents must sign an opt out media release form for their child *not* to appear in any printed or social media outlets. Our eLearners may be photographed at any time throughout the school year. Additionally, GeUP uses many social media outlets such as Facebook, Twitter, and Instagram. University Prep eLearners' photographs may be posted on the Internet.

GUILFORD eLEARNING
UNIVERSITY PREP

Policies

At GeUP, teachers will use a platform called Canvas to engage eLearners and manage assignments.

Some of that online instruction will take place as "live" learning, where eLearners are learning at the same time using technology such as video conferencing. All video conferencing will be done using a program called Microsoft Teams.

We know that some families will have difficulty participating in the live sessions because of scheduling, child care issues, or technology issues. Because of this, live lessons will be recorded and posted to allow eLearners to replay them at their convenience. During live instruction, eLearners' faces and comments may be visible and audible during recording.

Please note: Parents may choose not to use the video feature during a "live" session that is recorded by the teacher. <u>If you choose to turn off the video feature, the teacher will still hold the session and your child will still be able to view the recorded video at a later time</u>.

If you would like to disable the video feature during a "live" session, you can turn the camera off. For more details, go to www.gcsnc.com/reopening.

In order to maintain the privacy of eLearners who participate in the live sessions and therefore will be recorded, please note the following:

- Recordings will be posted on the teacher's Canvas page and will also be available on Microsoft Teams in the class channel.

- Parents and eLearners are not permitted to record any live lessons without prior GCS written approval.

- If parents/guardians observe online instruction, they should do so in a non-disruptive manner.

- To the extent that online learning opportunities provide access to confidential student information, all participants are prohibited from sharing any confidential student information about other student participants with any and all third parties.

- eLearners, and where appropriate parents/guardians, agree to engage in virtual educational experiences dressed appropriately with limited distractions given the circumstances, in order to minimize background noise and to protect the integrity of student engagement as well as student confidentiality.

- Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) discovered about other eLearners due to proximity to virtual education.

- Student usernames and passwords should not be shared to ensure student safety.

- Only eLearners assigned to that specific group/class will have access to the video recording. The recordings will not be made public in any capacity.

- Screenshots, pictures, audio/video recording, and distribution of any virtual educational experience are prohibited in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials, and comply with applicable North Carolina and federal law.

- eLearners must adhere to all GCS policies, including:

GUILFORD eLEARNING
UNIVERSITY PREP

- ○ EFE Acceptable Use of Technology
- ○ 3226/4205 Internet Safety
- ○ JD-P Violations of the Code of Conduct

In addition, GCS will adhere to the NC Electronic Surveillance Act and the Federal Educational Rights and Privacy Act (FERPA), which are applicable to the implementation of the district's plan.

Should you have any questions, please let me know. Virtual learning is a new experience for many of our families and teachers, and we hope that it will become more comfortable with practice. Thank you for your commitment to keep children engaged and learning this school year.

GCS Responsible Use Policy
ACCEPTABLE USE OF ELECTRONIC TRANSMISSION CAPABILITIES

The board provides its eLearners and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that eLearners and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern eLearner and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of eLearner learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General eLearner and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Access to the GCS network, the Internet, and electronic devices is a privilege provided to eLearners solely to support eLearner education, research, and career development, and is therefore subject to certain restrictions as set forth by the Board of Education and/or the Superintendent.

The below regulations apply to all eLearners and include all aspects of network use, whether via desktop or laptop computer, or personal technology device owned by GCS or the individual eLearner, parent, or other third party.

I. **Network Etiquette**
The use of technology requires that you abide by accepted rules of etiquette, which include, but are not limited to, the following:
A.   **Courtesy** - Do not send or forward abusive messages to anyone.
B.   **Appropriate Content** - Defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material is prohibited.
C.   **Privacy** - All communication and information accessible via the network should be assumed to be copyrighted property. Transmission of data on the Internet cannot be guaranteed to be private or secure. Note that electronic mail (e-mail) is not guaranteed to be private. GCS network administrators have access to all mail and electronic transmissions. Electronic transmissions relating to or in support of illegal activities may be reported to the authorities. Do not reveal your or any individual's personal address, phone or credit card

number. Users must respect the privacy of others. When using email, chat rooms, blogs, or other forms of

electronic communication, eLearners must not reveal personally identifiable, private or confidential information, such as the home address, or telephone number, of themselves, or fellow eLearners. In addition, school

employees must not disclose on the Internet, or on school system websites, or web pages any personally identifiable information concerning eLearners (including names, addresses, or pictures) without the written permission of a parent, or a guardian, or an eligible eLearner, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

II. **Email**
Limited personal use of email is permitted, however, personal use should not interfere with assigned duties and responsibilities. The use of email requires that you abide by accepted rules of etiquette, which include, but are not limited to, the following:

1. SPAM is the sending of unwanted and unsolicited email. It is a significant problem for users and for the

network. Do not send emails that are not directly business or school related to groups or persons within the system.

2. Using GCS email directories or address books to send emails that are for personal gain or that promise

personal gain are a violation of Administrative Policy GAG.

3. The use of GCS email directories or address books to communicate views, solicit membership, or raise

funds for any non-school sponsored purpose, whether profit or non-profit, is prohibited.

4. Network administrators will distribute virus warnings. If you feel you have information regarding a virus

please contact network administration immediately and do not forward such emails to users.

5. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or

deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

6. Email is not private. Technicians who operate the system can access all mail. Access is usually limited

to investigative or trouble-shooting purposes, however, the Chief of Human Resources, Chief Information Officer, or the Superintendent may at any time, and for any reason, allow the search of email or data stored on all district owned computers.

III. **Passwords**
Passwords are personal and should not be shared with anyone. Attempts to log in to the system as any other user will result in cancellation of user privileges and/or criminal prosecution.

IV. **Copyright**
Information transmitted through the Internet, which is copyrighted, is subject to the same copyright laws as govern non-electronic data.

V. **Security**
Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the service provided you, notify a system administrator or teacher. Do not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

VI. **Plagiarism**
Data received through the Internet is subject to the same rules of documentation as traditional information.

Give credit for all material used in research.

VII. **Vandalism**

Vandalism will result in cancellation of your privileges. This includes, but is not limited to, altering websites, intentionally damaging equipment or cabling, uploading or creation of a computer virus, and any other activity that corrupts individual programs, data or the network.

VIII. **Network Resources**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: wastefully using resources such as file space, file sharing networks, circumventing safety configurations, modifying setup policies, modifying settings on machines, attaching unauthorized devices, modifying infrastructure, invading the privacy of individuals, gaining unauthorized access to resources or entities, using the network while access privileges are suspended or revoked.

IX. **Unauthorized Charges**

The District assumes no responsibility for any unauthorized charges or fees, including, but not limited to: telephone charges, long-distance charges, per-minute surcharges and/or equipment or line costs.

X. **Warranties**

GCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. GCS will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non deliveries, missed-deliveries or service interruptions caused by its negligence or the users' errors, omissions, or failure to properly back up their data and files.

XI. **Wireless Technologies**

The tenets of Policy EFE are inclusive of emerging technologies in devices that provide wireless capabilities. Examples of these devices include but are not limited to, mobile phones with cameras and internet capabilities, and Personal Digital Devices (PDA's) with internet connectivity. The following are not permitted uses of these devices by eLearners on Guilford County Schools' campuses and school related activities:

A.   Connecting to unfiltered Internet information, using such a device to capture images, transmit, and manipulate media electronically.

One example of an inappropriate use is using a camera phone to take pictures, emailing the pictures, and the pictures are posted on the web. eLearner use of these devices is not allowed without written permission from Guilford County School's administrative staff with expressed intent and purpose for use.

Teachers and staff members that have devices capable of these functions are guided by the tenets of policy EFE and are to ensure that no privacy rights are violated regarding Family Education Rights Privacy act (FERPA).

The use of technology resources and Internet access is a privilege and not a right; inappropriate use will result in cancellation of those privileges. Do not use the network in any way that will disrupt the use of the network by others. Technology Services may make decisions regarding whether or not a user has standards, policies or procedures; and may deny, revoke, or suspend at any time.

XII. **Web & Social Networking Tools**

Limited use of Web & Social Networking Tools are permitted, however, personal use should not interfere with assigned duties and responsibilities.

Web & Social Networking Tools are a catch all phrase used to describe technology which integrates technology, social interaction and content creation.

Some examples are:
- Blogs
- Personal Websites
- Wikis
- Podcasts
- Social Networking Sites
- Virtual Worlds

Though school personnel generally do not monitor eLearners' Internet activity conducted on non- school system devices during non-school hours, when the eLearner's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the eLearner may be disciplined in accordance with board policy.

Volunteers are to maintain an appropriate relationship with eLearners at all times. Volunteers are encouraged to block eLearners from viewing personal information on volunteer personal websites or online networking

profiles in order to prevent the possibility that eLearners could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with eLearners.

Employees should familiarize themselves with GCS Code of Conduct found in the personnel handbook. http://www.gcsnc.com/pdfs/PersonnelHandbook.pdf

The use of Web & Social Networking Tools requires that you abide by acceptable rules of etiquette, which include, but are not limited to the following.

The following conducts are discouraged:
- Engaging in vulgar or abusive language, personal attacks, or offensive terms targeting individual and/or groups.
- Endorsement of commercial products, services, or entities.
- Endorsement of political parties, candidates, or groups.
- Lobbying members of any elected body using resources of GCS.

Issues to be aware of:
- Items published on the web are persistent. You should consider all items published on the web to be public domain.
- When discussing item(s) involving GCS or GCS related matters you may wish to contact the District Relations Department prior to publishing content.
- Per the State of North Carolina guidelines for school system employees: you must maintain an appropriate relationship with eLearners in all settings.
- Access to social media must be closely monitored if eLearners are accessing to ensure it is appropriate for eLearner use. Educators shall make reasonable efforts to supervise eLearners' use of the internet during instructional time.
- When posting to websites outside of GCS you may wish to include a disclaimer such as, "The views expressed in this post are not those of Guilford County Schools."
- Do not reference your position within the GCS system when writing in a non-official capacity.
- Respect copyright laws.
- Make sure your online presence reflects how you wish to be seen by the public as a GCS Professional.
- Have no expectation of privacy.

XII. **Internet Safety and Children's Internet Protection Act (CIPS) And Guilford County Schools eLearner Email Accounts.**

The Children's Internet Protection Act ("CIPA"), enacted December 21, 2000, require recipients (Guilford County Schools) of federal technology funds to comply with certain Internet filtering and policy requirements.

- **Access to Inappropriate Material**
  To the extent practical and feasible, technology protection measures (or "Internet filters") are used to block or filter Internet traffic, and other forms of electronic communications (eLearner email). Access to inappropriate information as required by the Children's Internet Protection Act, will be filtered or blocked this is applied to visual depictions of material deemed obscene or pornographic, or to any material deemed harmful to minors.

- **Inappropriate Network Usage**
  To the extent practical and feasible technology and policies are used be to promote the safety and security of users of the online computer networks when using electronic mail, other forms of direct electronic communications inappropriate network usage includes, but is not limited to:

  1. Unauthorized access, including so-called 'hacking,' or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, accounts, and other unlawful activities;
  2. Creating or introducing games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the Chief Technology Officer or designee.
  3. Unauthorized disclosure, use, and dissemination of personal identification information regarding eLearners.
  4. Using another eLearner's username and password to access network resources.
  5. Transmitting obscene or pornographic visual imagery.
  6. Harassing, menacing or any type of language that is deemed profane, cyber bullying, threatening; any communication that indicates fear or intimation to an individual or groups of individuals.

Supervision and Monitoring
- Technology Services for Guilford County Schools supervise and monitor usage of district resources, the network infrastructure, and access to the Internet in accordance with this policy and the Children's Internet protection Act. Any use of an electronic medium connected to these resources (an example is but not limited to; eLearner email accounts) is governed by this Policy.
- Anyone found violating any Policy EFE, Internet Safety, and Children's Internet Protection Act (CIPA) and Guilford County Schools eLearner Email Accounts provision will have their access revoked and will be subject to the actions defined in the eLearner Code of Conduct.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Guilford County Schools Technology Services or designated representatives.

Board Policy EFE along with its Administrative Procedure EFE-P revises and replaces the former Administrative Policy EFE issued June 18, 2002 and revised August 2020.

By Signing, below you are confirming that a Technology Services employee can accept the Responsible Use Policy on a computer for you to access your email.

Full Name	
Department/School	
Signature	
Date	

DISCRIMINATION / HARRASSMENT REPORTING

Prohibition Against Discrimination, Harassment, And Bullying (1710/4021/7230): The Guilford County Board of Education (the "Board") acknowledges the dignity and worth of all eLearners and employees and strives to create a safe, positive and caring learning and working environment that facilitates eLearner achievement It is the policy of the Board to maintain an environment that is free from discrimination, harassment, and bullying in all of its educational programs and employment activities This includes, but is not limited to discrimination, harassment, and bullying based on an individual's real or perceived race, color, creed, political belief, ancestry, national origin, religion, linguistic and language differences, sex, gender, sexual orientation, gender identity/expression, socioeconomic status, academic status, height, weight, physical characteristics, pregnancy, marital status, parental status, disability, or age

The Board strictly prohibits and will not tolerate or condone discrimination, harassment, or bullying based upon any of those differences The board similarly prohibits discrimination, harassment, and bullying, based on a eLearner or employee's association with others The Board will provide equal access to designated youth groups as required by law.

Reporting And Investigating Complaints Of Discrimination, Harassment, Or Bullying (Online Bullying, Harassment and Discrimination Report): Any person who believes that he or she may have been bullied, harassed, or discriminated against in violation of this policy by any eLearner, employee, board member, visitor, or third- party subject to the supervision and control of the school system should inform a school official designated to receive such complaints, as described in administrative regulation 1710/4021/7230-R, Discrimination, Harassment, and Bullying Complaint Procedure.

Any employee who has witnessed or who has reliable information that a person has been subjected to bullying, harassment, or discrimination, has a duty to report such conduct in accordance with administrative regulation 1710/4021/7230-R If an employee knowingly ignores, fails to report or take proper action, or knowingly provides false information in an incident of bullying, harassment, or discrimination, the employee will be subject to disciplinary action up to and including dismissal

eLearners, parents, volunteers, visitors, and others are strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying of others in accordance with administrative regulation 1710/4021/7230-R Reports may be made anonymously; however, anonymous reports cannot be the sole basis of eLearner or employee discipline and consequently signed reports are encouraged

All reports and complaints shall be investigated in accordance with administrative regulation 1710/4021/7230R

All rules and regulations in the handbook are subject to change and / or revision without prior written notification. All rules and regulations cannot be covered in the space of this handbook. eLearners can be held accountable for any rules or regulations not specifically covered in this handbook that might impede the educational process of this school.

Appendix #1 – Guilford County Schools Traditional Academic Calendar

GUILFORD COUNTY SCHOOLS
2022-23 Traditional Academic Calendar

AUGUST 2022

MON	TUES	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16 [X]	17 [X]	18 [X]	19 N
22 [X]	23 [X]	24 [X]	25 ▢	26 ▢
29	30	31		

SEPTEMBER 2022

MON	TUES	WED	THU	FRI
			1	2
5 ▲	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2022

MON	TUES	WED	THU	FRI
3	4	5 ▢	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27 GP 42	28 ▢
31 [X]				

NOVEMBER 2022

MON	TUES	WED	THU	FRI
	1	2	3	4
7	8 ▢	9	10	11 ▲
14	15	16	17	18
21	22	23 ▢	24 ▲	25 ▲
28	29	30		

DECEMBER 2022

MON	TUES	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19 ▢	20 ○	21 ○	22 ○	23 ▲
26 ▲	27 ▲	28 ○	29 ○	30 ○

JANUARY 2023

MON	TUES	WED	THU	FRI
2 ▲	3 ▢	4	5	6
9	10	11	12	13
16 ▲	17	18	19	20
23	24	25	26 GP 45	27 ▢
30	31			

FEBRUARY 2023

MON	TUES	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 ○	21	22	23	24
27	28			

MARCH 2023

MON	TUES	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30 GP 43	31 ▢

APRIL 2023

MON	TUES	WED	THU	FRI
3	4	5	6	7 ▲
10 ○	11 ○	12 ○	13 ▢	14 ▢
17	18	19	20	21
24	25	26	27	28

MAY 2023

MON	TUES	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 ▲	30	31		

JUNE 2023

MON	TUES	WED	THU	FRI
			1	2
5	6	7	8	9 GP 43
12 [X]	13 ▢	14	15	16
19	20	21	22	23
26	27	28	29	30

Legend:

▢ Workday* (13)	▲ Holiday (11)
○ Vacation (10)	N School Offices Closed
▨ First/Last Day for Students	
[X] Mandated Workday (8)	

There are 173 Student Days, 1,038 Instructional Hours and 215 Teacher Days in the Guilford County Schools calendar.

*Annual leave may be taken.

REVISED and APPROVED 2/24/22

GUILFORD eLEARNING UNIVERSITY PREP

Appendix #2 – eLearning Supply List

Elementary K-5 Supply List

Middle 6-8 Supply List

GUILFORD eLEARNING
UNIVERSITY PREP

GUILFORD eLEARNING
UNIVERSITY PREP

2022- 2023 GEUP Enrollment Agreement

Please read the agreement below and initial each item.

____1. I understand that at GEUP my student is required to attend all classes each day. My student should maintain a grade of 70 or above and commit to working at least 25-30 hours weekly. I understand if my student do not attend class nor have his/her camera turned on will be marked absent.

___2. I understand that it is my responsibility to check my student's grades in the Parent Portal or Canvas on a regular basis.

___3. I understand that the main form of communication between GeUP teachers, students and parents is email (GCS email for student and email the parent provided at registration).

___4. I understand that district and state tests are mandatory and are administered in person, and my student will participate in person at the designated site.

___6. I understand that if this agreement is not followed or if my student is not making adequate progress, my student may be withdrawn from GEUP and must return to the traditional or other educational setting.

___7. I understand if my student is receiving Special Education services, I will ensure my student attend all required service delivery classes, and I will attend any required IEP meetings to determine the most appropriate educational setting.

_____ _____
Parent/Guardian Signature   Date

_____
Parent Name (please print)

_____ _____
Student Name   Student Number