



# Online G3 Student and Parent Handbook

2023-2024

Adopted 3-26-2023

OnlineG3.com, Inc.  
207 E. 5th Ave. #240  
Eugene, OR 94701  
[www.OnlineG3.com](http://www.OnlineG3.com)

<b>About Online G3</b>	<b>3</b>
Philosophy	3
G3 Mission Statement	3
Expected Schoolwide Learning Outcomes (ESLOs)	3
<b>Online G3 Policies</b>	<b>4</b>
Acceptable Technology Use and Social Media	4
Sharing Accounts and Passwords	7
Notice of Nondiscrimination	8
Policy Against Harassment, Discrimination, and Retaliation	8
Bullying Prevention Policy	12
Free Speech	13
Accommodations for Students with Disabilities	14
Privacy Policy	15
Direct Notice to Parents	18
<b>Behavior and Discipline</b>	<b>21</b>
Standards for Student and Parent Conduct	21
Student Discipline Policy	21
<b>Registration and Tuition</b>	<b>22</b>
Course Placement	22
Course Registration and Payment	22
Refund Policy	23
<b>Academics</b>	<b>23</b>
Orientation	23
Class Access	24
Grades and Credit	25
Transferring Course Credits	25
Absences and Late Work	25
Release of Student Records to Schools and Other Teachers	26
Request of Student Records by Families	26
Recommendation Requests	27
<b>Technical Requirements</b>	<b>28</b>
General Requirements	28
Live Webinars	28
Recorded Webinars	28
<b>Communication with G3</b>	<b>29</b>
<b>Online G3 Student and Parent Acknowledgment of Student and Parent Handbook</b>	<b>32</b>

# About Online G3

## Philosophy

### G3 Mission Statement:

*Online G3 nurtures critical and creative thinking in a diverse community of gifted learners by providing a supportive and flexible online learning environment. By pairing passionate teachers with engaging and interactive academic content, G3 offers appropriate acceleration within an accredited, secular, and affordable education program.*

G3's primary goal is to instill a love of learning in all students. To achieve that goal, we provide a program in which parents are free to customize our offerings to meet the unique needs of individual students. This leads to multi-age classes where students are grouped by interest and approximate academic ability. Furthermore, a la carte courses and destranded subjects allow families to mix and match classes to fit the varying skill levels of asynchronous learners. In addition to emphasizing critical thinking, all classes encourage peer cooperation and group learning through engaging technology integration.

## Expected Schoolwide Learning Outcomes (ESLOs)

Students who spend time in our program at Online G3 will:

- Become lifelong learners, dedicated to learning for the sake of gaining knowledge (not approval)
- Think creatively and critically to solve problems in future academic and real world situations
- Communicate effectively in any medium, whether writing or presenting material
- Become empowered, educated citizens of the 21st century digital landscape
- Think both globally and locally, recognizing that the world is becoming more connected every day

# Online G3 Policies

## Acceptable Technology Use and Social Media

Online G3 (“Online G3” or “G3”) offers its entire community a wide range of electronic communications resources and technologies to support its educational objectives. These include, but are not limited to: online courses, live weekly webinars, online assignments, peer interaction via webinars, written discussion forums, access to moderated social forums, email access, and online educational programs, such as Brainpop, Discovery Education, Pixton, Nearpod, and Microsoft Office 365. The use of these electronic communications resources and technologies is a privilege, not a right. Failure to adhere to the rules and standards set forth in this policy will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including removal or separation from G3 (without a refund). The following terms and conditions are meant to provide parents and students with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct deemed, at the sole discretion of G3, as detrimental to G3, its mission, a violation of its policies, and/or harmful to other students. This policy applies whether the student’s use of G3’s technological resources occurs during course time or outside of course time.

**Proper Usage** - Technology resources are provided to promote educational excellence. Technology includes, but is not limited to email, data systems, computer systems, servers, networks, software, and other equipment that supports G3’s electronic communications services.

Students’ use of G3’s technology resources shall not conflict with G3’s policies, laws, or regulations. G3 technology resources are to be used for academic purposes only. G3 also reserves the right to specify how its technology resources are to be used.

Students agree never to use G3’s technology resources for purposes such as the following:

- To send harassing messages using abusive, or otherwise objectionable language.
- To engage in personal attacks, including prejudicial or discriminatory attacks.
- To engage in conduct that would violate G3’s Policy Against Harassment, Discrimination, and Retaliation, Bullying Prevention Policy, or any other G3 policy.
- To knowingly or recklessly post false or defamatory information about a person or organization.
- To enter contests, advertising, political lobbying, or personal commercial activities including online purchasing on sites such as eBay or Craigslist.
- To post, send or download copyrighted material without permission. Users are to respect the rights of and the intellectual property of others in accordance with state and

federal copyright laws. Transferring copyrighted material without the express permission of the owner is a violation of Federal Law.

- To access, send, or retrieve pornographic material.
- To post inappropriate text files or files dangerous to the integrity of any network.
- To circumvent security measures on G3 or remote computers or networks (hacking).
- To attempt to gain access to another's resources, programs, or data.
- To falsify one's identity to others.
- To engage in the unauthorized exploration of the Network Operating System or to change any installed G3 software.
- To disclose personal information, such as address, phone number, and age, to third parties unless the student has parental consent.
- To communicate any credit card number, bank account number, or any other financial information.
- To gamble.
- To agree to meet with someone he/she has met online.
- To engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- To post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

If a student mistakenly accesses inappropriate information, the student or his/her parent should immediately tell an Online G3 instructor or administrator. Additionally, to the extent parents inform the student that there is additional material that they think would be inappropriate for the student to access, G3 expects that the student will follow his or her parent's instructions in this matter.

**Communication is Not Private** - Each student's online communication is a reflection of himself or herself and G3. Email to and from G3's program and network is like a postcard: it is not private and may be monitored as needed. Therefore, students have no right to privacy in email or other G3 technology resources. G3 has the right to monitor all communications made on or through its technological resources and programs.

**Safety** - Students must promptly disclose to their instructor or an administrator, any message they receive that is inappropriate or makes them feel uncomfortable.

**Security** - It is essential that G3's technological resources never be disrupted by any virus. Students are prohibited from accessing, opening, or downloading emails, documents, weblinks from unknown or questionable sources or sources known to spread viruses.

**Vandalism** - The entire community suffers when technological resources are disrupted. Students agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or

circumventing any computer software or network settings; or changing any hardware connections or cabling.

**Password Protection** - Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their passwords. Please see G3's Sharing Accounts and Passwords policy for more information.

**Copyright & Plagiarism** - Students are responsible for producing their own work in completing assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author.

G3 owns the copyright and intellectual property of its course materials, curriculum, and/or content. Students and their parents must adhere to copyright and intellectual property laws. This policy prohibits students and parents from sharing or distributing G3 course materials, curriculum, and/or content to third parties, such as non-G3 instructors and teachers, tutors, other students, other families, and other entities without G3's written permission.

**Misuse** - Students agree to report any misuse of the system to an appropriate instructor or administrator.

**Online G3 Student Accounts** - Each registered student has an Online G3 account with a student profile. Student profiles are accessible to G3, instructors, administrators, and other students. G3 recommends that parents review and assist students in determining what information to display on the student profile and ensure the student's information reflects the student's educational goals. For example, students create G3 user names that are different from their legal names and can express a student's interest or hobby. G3 encourages parents to review this profile with the student. G3 reserves the right to ask a student to change, hide, or delete any information that appears on a student profile if it offends or could potentially offend other students, instructors, or administrators or be a violation of a G3 policy.

**Social Media** - Part of learning to be a successful citizen and community member includes understanding that social media and digital communication are essential parts of our world today. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities for students. Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Schoology, Instagram, Snapchat, YouTube, Google+, and Flickr.

Students should understand the following principles in order to create the kind of digital footprint and record with which they can feel comfortable. Many colleges and employers will search

social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record.

- Be your best self online – post accurate information and be accountable for what you say.
- Get your parents' input about what information they feel should remain private and what is fine to post publicly. Your parents may provide guidance and supervision of your online activities by having access to your passwords and usernames. Please keep in mind that parents may be liable for your actions or misconduct online while you are a minor.
- Take a few extra minutes to think about whether a post will be hurtful or embarrassing to you or others, or whether it could negatively affect a future opportunity.
- While at times, it is easy to tell whether a social media use is education-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use may result in disruption for G3 and G3 may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that G3 rules prohibiting certain types of communication, like bullying and harassment, also apply to electronic communication.
- Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private.
- Protect yourself online. Try not to post too much identifying information that could risk your safety or increase the chance of identity theft.
- Take cyberbullying seriously. If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior pursuant to G3's Bullying Prevention policy and get help. It is important not to respond to, retaliate against, or forward any harassing, intimidating, or bullying content. "De-friend," block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is G3-related, print out the messages and provide them to G3 when you report the incident.

## Sharing Accounts and Passwords

Each Online G3 student account is registered to only one student. Each individual participating in a G3 course or using G3 course materials must go through the registration process and create his/her own G3 account. G3 accounts, logins, and passwords may not be used by more individuals than the student who is registered to the account, except the student's parent/guardian may access the account. Multiple individuals (including siblings) are prohibited from sharing a G3 account, login, password, or any G3 materials obtained from an account and

must register with G3 separately. Registered students are prohibited from sharing or disbursing their G3 account, login, password, or any G3 materials obtained from an account to any other individual, entity, or third party except the student's parents/guardians, without written permission from G3. Violation of this policy may result in discipline up to and including removal or separation from G3 (without a refund).

## Notice of Nondiscrimination

Online G3 admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students through G3. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other G3-administered programs.

## Policy Against Harassment, Discrimination, and Retaliation

Online G3 prohibits discrimination, retaliation and harassment, including sexual harassment, of any student by anyone in or from G3. G3 has an absolute prohibition against students, faculty, or staff members engaging in harassment. This may include behavior in-person, via G3's technology resources, or via social media that impacts or affects the G3 community.

Notice is hereby given to students, faculty, and staff members that harassing conduct by students towards other students or towards faculty or staff members will result in appropriate corrective action, up to and including suspension or expulsion from G3 (without a refund). Harassment of students by faculty or staff members will result in appropriate corrective action, up to and including termination of employment.

### **Harassment Based on Sex or Other Protected Status**

G3's Policy prohibits sexual harassment, which includes sexual assault. It also prohibits harassment or discrimination based on race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, gender, gender expression, gender identification, age, or any other basis protected by federal or state law.

The pernicious nature of harassment and discrimination renders them wholly inconsistent with the values and principles of the G3. This type of conduct, wherever and whenever it occurs, is intolerable and will subject individuals to appropriate corrective action.

### **Who Is Prohibited from Engaging in Harassing, Discriminatory, or Retaliatory Conduct**



G3 will not tolerate harassment, discrimination or retaliation by anyone who participates in G3's programs or works for G3, is a parent or other member of the community, or is otherwise engaged by G3 in any capacity. G3 will take all reasonable steps to prevent or eliminate harassment, discrimination, and retaliation.

### **Examples of Harassment and Discrimination**

Harassment can take many forms, and may include verbal, physical or visual conduct.

Verbal and visual harassment includes: threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings, or gestures.

Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, stalking, or blocking or impeding a person's movement.

Discrimination is treating an individual differently because of their actual or perceived membership in a protected status as defined in this Policy by taking an adverse action against or denying a benefit to that person.

### **Examples of Sexual Harassment**

Sexual harassment may include, but is not limited to, the following behavior:

- Sexual comments (including online comments), e-mails, texts, notes, letters, drawings, cartoons, photos or images;
- Sexual slurs, epithets, obscene comments, suggestive comments about another person's body, sex-oriented bullying or abuse;
- Sending or showing nude drawings, cartoons, photos or images;
- Physical conduct such as kissing, hugging, patting, pinching, unwanted touching, sexual assault or violence, intimidating or vulgar body language such as leering, brushing up against another's body or blocking normal movement; and
- Threats and demands to submit to sexual requests as a condition of admission to G3, continued good standing at G3, to gain some benefit or to avoid some loss in return for sexual favors.

### **Complaint Procedure: How to Make a Report of Harassment, Discrimination or Retaliation**

Students who believe that they have experienced, witnessed, or have relevant information about harassment, discrimination, or retaliation should immediately report the matter to G3, either orally or in writing. Students may and are encouraged to report the matter to an Online G3 instructor. As an alternative, students can report the matter to the President of Online G3 (Jaime Smith, [jaime@onlineg3.com](mailto:jaime@onlineg3.com)).

Students are encouraged to report harassment, discrimination, or retaliation immediately in order to maximize G3's ability to respond promptly and equitably. G3 will make a preliminary determination of whether the report pertains to behavior that may be in violation of this Policy,

and, if so, G3 will investigate the matter. While G3 does not limit the time frame for reporting, G3 may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time between the alleged misconduct and the report.

### **Confidentiality**

G3 makes appropriate efforts to keep complaints and reports of alleged harassment, discrimination, and retaliation confidential. Information reported may be shared on a need-to-know basis with G3 personnel directly involved in the investigation or to the extent necessary to comply with the law, to conduct a thorough investigation, or to take effective corrective action and any appropriate remedial action.

### **Interim Measures**

G3 may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to prevent further acts of harassment, discrimination, or retaliation and to provide a safe educational environment. G3 will determine the necessity and scope of any interim measures. Even when a student does not request that protective action be taken, G3 may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader G3 community, or the integrity of the investigation process.

Examples of possible interim measures include, but are not limited to the following: 1) issuance of a “no contact” order; 2) interim suspension of the respondent; and 3) academic accommodations, including a change in course schedule, taking an incomplete, or dropping a course without penalty. G3 will work with both the complainant and her/his family, as well as the respondent, to provide effective interim measures.

### **The Investigation**

Upon receiving a report of harassment, discrimination, or retaliation relating to behavior that may be a violation of this Policy, G3 will undertake an effective, thorough, and fair investigation of the allegations. G3 will typically assign an administrator to conduct the investigation. In some instances, at G3’s discretion, it may decide to retain the services of an outside investigator not employed by G3.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the President of Online G3, or as required by law. Depending upon the circumstances, any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to discipline or other appropriate sanctions.

The investigator will gather information from the reporting student, the respondent, and any other individuals who may have information relevant to the determination. The investigator will

also gather any available physical evidence, including documents, communications between parties, and other electronic records if appropriate.

Once the information gathering process is completed, the investigator may prepare an investigative report containing the investigator's findings of fact. The report will be shared with the President of Online G3 and other administrators who have a need to know the outcome. The President of Online G3 will determine if the conduct violates G3's Policy or multiple policies, and if so, the appropriate remedial action. G3 will typically not disclose the investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

The reporting student and the responding student will receive a written letter stating whether harassment, discrimination or retaliation occurred. If discipline is imposed, the level of discipline will not be communicated to the reporting student, though in cases where allegations have been made concerning physical safety, the reporting student may be informed whether or not the responding student will continue to have a presence on campus.

In cases involving an alleged crime, neither law enforcement's determination whether to prosecute or the outcome for any criminal prosecution are determinative of whether violations of this Policy have occurred. Proceedings under this Policy may be carried out prior to, simultaneously with, or following criminal proceedings.

### **Possible Sanctions**

If a violation of this Policy is found, G3 will take prompt, and appropriate corrective action, up to and including expulsion for students or termination and/or termination proceedings for employees.

### **No Retaliation**

G3 prohibits retaliation against any person who brings a complaint of harassment or discrimination in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the claims cannot be proven. Retaliation includes, but is not limited to taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning or avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

Any person who engages in retaliation or who makes a knowingly false complaint of harassment, discrimination, or retaliation in violation of this Policy will be subject to discipline, up to and including expulsion for students and termination and/or termination proceedings for employees.

# Bullying Prevention Policy

Bullying is wholly inconsistent with the values and principles of Online G3 and is not tolerated. This Policy covers conduct that occurs via G3's technological resources, goods, services, programs, or operations. This Policy applies to all students and prohibits other students, and any other member of the G3 community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this Policy.

Bullying is defined by this Policy as: Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, forums, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), targeting one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student or those students' person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by G3.

Examples of bullying may include, but are not limited to:

- Social isolation;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property
- Verbal assaults, such as teasing or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to an Online G3 instructor. As an alternative, students can report the matter to the President of Online G3 (Jaime Smith, [jaime@onlineg3.com](mailto:jaime@onlineg3.com)).

After G3 receives an oral report or written complaint, and any clarification requested, or G3 otherwise learns of an alleged potential violation of this Policy, the President of Online G3 or his/her designee, will determine the appropriate course of action, which may include initiation of an investigation. If G3 initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion, including, depending on the circumstances, retaining an outside, neutral investigator.

G3 makes appropriate efforts to keep complaints and reports of alleged bullying confidential. Information reported may be shared on a need-to-know basis with G3 personnel directly involved in the investigation or to the extent necessary to comply with the law, to conduct a thorough investigation, or to take effective corrective action and any appropriate remedial action.

G3 will provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. G3 will determine the necessity and scope of any interim support or protective measures.

Any student determined by G3, in its sole discretion, to have violated this Policy will be subject to disciplinary action, up to and including expulsion. Any violation of this Policy by a parent will be considered a violation of G3's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren). As a separate Policy, harassment is also prohibited by G3's Policy against Harassment, Discrimination, and Retaliation.

## Free Speech

Students shall be free to exercise their rights of free expression, subject to the requirements of this policy and Online G3's policies on Acceptable Technology Use and Social Media, Anti-Harassment, Sexual Harassment Prevention, and Bullying Prevention. G3 is committed to providing an educational environment that respects the dignity of individuals and groups and G3 does not condone hate speech that is meant to intimidate or harass others in a manner that prevents their full participation in the educational environment in violation of established state and federal laws. Speech shall be prohibited that is obscene, libelous, or slanderous, according to current legal standards, or which so incites pupils as to create a clear and present danger of the commission of unlawful acts using G3's technological resources, goods, services, programs, or operations, of the violation of lawful G3 regulations, or the substantial disruption of the orderly operation of G3.

# Accommodations for Students with Disabilities

Online G3 classes are intentionally designed to be flexible for students with a variety of learning differences. By design, all classes have the following characteristics, which provide opportunities for parents to customize the learning experience for their students:

1. Live webinars are recorded for unlimited review.
2. Webinar sessions include both visual and audio input and allow students to interact by voice and/or typing.
3. Weekly homework assignments may be completed at any time during the week, so students can take as much time as necessary to complete the work.
4. Missed weekly assignments can be made up at any time prior to the end of the semester.
5. Longer research and writing assignments have firm deadlines, but also include revision opportunities that span two (2) or more weeks to allow students ample time to create and submit their best work.
6. G3 allows the use of audio books in all classes.
7. G3 allows the use of dictation software in all classes.
8. G3 allows the use of spell-checking software in all classes.
9. The G3 course management software (Moodle) supports multiple screen readers.

**Request for Accommodation:** If a parent of a student with a disability feels that additional accommodations are necessary to permit a student full and equal access to Online G3's goods, services, or operations, the parent should make a written request by emailing the G3 Administration at [admin@onlineg3.com](mailto:admin@onlineg3.com). The request must identify: (1) the goods, services, or operations to which the student requests full and equal access; and (2) the desired accommodation(s).

**Reasonable Documentation of Disability:** Following receipt of a request for accommodation, in some cases, G3 may require documentation from a licensed medical provider, such as reasonable documentation of the existence of a disability.

**Interactive Process Discussion:** After receipt of reasonable documentation of a qualified disability, G3 will arrange for a discussion with the student and the student's parents. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

**Case-by-Case Determination:** G3 determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. G3 will not provide accommodation(s) that would pose an undue hardship upon G3's finances or operations, that would fundamentally alter the nature of G3's goods, services, or operations, or

that would cause undue burden to Online G3. Online G3 will inform the student of its decision as to reasonable accommodation(s) in writing.

## Privacy Policy

### **I. Purpose of Policy**

OnlineG3.com, Inc. ("Online G3") values and respects the privacy of children. The purpose of this policy is to describe Online G3's commitment to respect and protect the privacy of personal student information and to comply with the Children's Online Privacy Protection Act ("COPPA").

### **II. Operator Information**

Online G3 is an online service that offers and provides interactive online classes in a range of junior high and high school subjects for gifted students who are seeking advanced coursework. Online G3 collects and maintains children's personal information through its website and online services directly from children and parents. Online G3's contact information is as follows:

OnlineG3.com, Inc.  
207 E. 5th Ave. #240  
Eugene, OR 97401  
(408) 490-0346  
[info@onlineg3.com](mailto:info@onlineg3.com)

### **III. Types of Information Collected**

Online G3 collects and maintains information provided by its students on its website. Some of this information collected may be personally identifiable information. The kinds of information collected by Online G3 from children include a child's full name, online pseudonym or username, email address, date of birth, gender, billing address, and photographs, videos, or audio files which may contain the child's image or voice. Personal information is collected directly from the child and directly from the parent.

There is also information about a student's computer hardware and software that is automatically collected by Online G3. This information can include: an IP address, browser type, domain names, access times and referring web site addresses. This information is used by Online G3 for the operation of the service and to maintain quality of the service.

Once a student has enrolled to take classes with Online G3, Online G3 creates an account in its online course management system. Students have access to their account and can edit their account information, which may include the personal information listed above.

Online G3 does not require a child to disclose more information than is reasonably necessary to participate in Online G3's services.

#### **IV.Storage of Information**

Online G3 contracts with Nexcess and ClassLink to keep all personal information in a secured online database. Only the Online G3 administrators have access to the secured database. This information is stored indefinitely. Online G3 strives to provide a safe, secure environment by attempting to limit access to the Online G3 database to legitimate users, but Online G3 cannot guarantee that unauthorized parties will not gain access.

#### **V.Use of Information and Sharing Information**

Online G3 uses the information collected solely for purposes of offering and providing interactive and educational online classes to students. Online G3 does not sell any personal information collected from students.

Online G3 discloses limited personal information collected from students (name and G3 email address only) to third parties to set up student accounts to use third party educational services. The kinds of businesses to whom Online G3 discloses personal student information includes, but is not limited to: (1) Moodle, a web application that provides an open-source learning platform; (2) Zoom, a webinar and virtual classroom software program; (3) Discovery Education, which provides interactive content and services including videos; (4) Canva, a web-based graphics program; (5) BrainPOP, an educational video program; (6) Nearpod, an online interactive lesson creation program; (7) Pixton, an online tool for creating comics; (8) StoryBoardThat, an online tool for creating comics; (9) Youth Leadership Initiative, an electronic student congress system; (10) Quill, an online grammar and writing practice tool; (11) Khan Academy, an online learning platform; (12) ChessKif, an online chess learning and game program; (13) ClassLink, a cloud-based student roster and SSO service, and (14) Microsoft 365/Azure, an online user management and office software system.

Online G3 will also disclose the student's information, if required to do so by law. Online G3 will **NOT** trade, sell, rent, lease, or otherwise share the student's information to anyone, or let anyone use it except if the student and the parent have authorized its use.

The parent of the child has the option to agree to the collection and use of the child's information without consenting to the disclosure of the information to third parties and with the knowledge that exercising such option may affect the child's ability to participate in G3 classes that utilize the third party educational services.

#### **VI.Online Tracking**

Some browsers incorporate a Do Not Track feature that signals to websites an individual visits that the individual does not want to have his or her online activity tracked. Tracking is not the same as using or collecting information in connection with a single website. For these purposes tracking refers to collecting personally identifiable information from consumers who use or visit a website or online service as they move across different websites over time. How browsers communicate the Do Not Track signal is not yet uniform. As a result the Online G3 website may not be set up to interpret or respond to Do Not Track signals communicated by a student's



browser. As described more fully throughout this Privacy Policy, Online G3 limits the use and collection of student personal information. For a description of Do Not Track protocols for browsers and mobile devices, or simply to learn more, please visit the All About Do Not Track website: <http://allaboutdnt.com>.

### **VII. Internet Security**

Online G3 is concerned about safeguarding the confidentiality of student information and provides safeguards to protect information Online G3 processes and maintains. However, Online G3 urges students and parents to take every precaution to protect personal data on the Internet as no security system can prevent all potential security breaches. Please take proactive steps to secure personal data, such as frequently changing passwords.

### **VIII. Links to Third Party Sites**

Online G3's website may contain links to other sites, including links to third party educational services, textbook websites, online programs, software, and other websites. Please be aware that Online G3 is not responsible for the content or privacy practices of such other sites. Online G3 encourages students and parents to learn about the privacy practices and policies of those companies.

### **IX. Parental Discretion**

Online G3 will not require a child to disclose more information than is reasonably necessary to participate in Online G3's services. At any time, parents have the right to determine how their child's personal information will be used in the following ways:

- The parent(s)/legal guardian(s) can review their child's personal information;
- The parent(s)/legal guardian(s) can direct Online G3 to delete the personal information;
- The parent(s)/legal guardian(s) can refuse to allow any further collection or use of the child's information; and/or
- The parent(s)/legal guardian(s) can agree to the collection and use of their child's information, but choose not to allow disclosure to third parties.
- If parent(s)/legal guardian(s) refuse to allow any further collection or use of the child's information or the disclosure of personal information to third parties, it is with the understanding that the child may be limited in his or her participation in Online G3's educational services.

To request any of the actions described above, the parent must submit a written request by email to Online G3 at [info@onlineg3.com](mailto:info@onlineg3.com). More information about parental discretion can be found on our Direct Notice to Parents.

### **X. Changes to Policy**

Online G3 may periodically update this policy. Online G3 will post a prominent notice on the Online G3 website ([www.onlineg3.com](http://www.onlineg3.com)) to notify you of any material changes.

## **XI.Contact Information**

If you have any questions or concerns about Online G3's privacy practices, please contact us at [info@onlineg3.com](mailto:info@onlineg3.com).

## **Direct Notice to Parents**

Under the Children's Online Privacy Protection Act ("COPPA"), Online G3 must provide prior notice to and obtain parent/legal guardian consent prior to collecting, using, or disclosing personal information from children under age 13. In order to provide services and communicate online with the child, Online G3 has collected or will collect the child's contact information directly from the child. Online G3 has also collected or will collect the parent's online contact information in order to notify the parent that the child has registered to receive multiple online communications from Online G3.

To provide educational services to the child, Online G3 would like to collect personal information from the child. Parental consent is required for the collection, use, and disclosure of the information.

### **I.Types of Information Collected**

Online G3 collects and maintains information provided by its students on its website. Some of this information collected may be personally identifiable information. The kinds of information collected by Online G3 from children include a child's full name, online pseudonym or username, email address, date of birth, gender, billing address, and photographs, videos, or audio files which may contain the child's image or voice. Personal information is collected directly from the child and directly from the parent.

There is also information about a student's computer hardware and software that is automatically collected by Online G3. This information can include: an IP address, browser type, domain names, access times and referring web site addresses. This information is used by Online G3 for the operation of the service and to maintain quality of the service.

Once a student has enrolled to take classes with Online G3, Online G3 creates an account in its online course management system. Students have access to their account and can edit their account information, which may include the personal information listed above.

Online G3 does not require a child to disclose more information than is reasonably necessary to participate in Online G3's services.

### **II. Use of Information and Sharing Information**

Online G3 uses the information collected solely for purposes of offering and providing interactive and educational online classes to students. Online G3 does not sell any personal information collected from students.

Online G3 discloses limited personal information collected from students (name and G3 email address only) to third parties to set up student accounts to use third party educational services. The kinds of businesses to whom Online G3 discloses personal student information includes, but is not limited to: (1) Moodle, a web application that provides an open-source learning platform; (2) Zoom, a webinar and virtual classroom software program; (3) Discovery Education, which provides interactive content and services including videos; (4) Canva, a web-based graphics program; (5) BrainPOP, an educational video program; (6) Nearpod, an online interactive lesson creation program; (7) Pixton, an online tool for creating comics; (8) StoryBoardThat, an online tool for creating comics; (9) Youth Leadership Initiative, an electronic student congress system; (10) Quill, an online grammar and writing practice tool; (11) Khan Academy, an online learning platform; (12) ChessKif, an online chess learning and game program; (13) ClassLink, a cloud-based student roster and SSO service, and (14) Microsoft 365/Azure, an online user management and office software system

Online G3 will also disclose the student's information, if required to do so by law. Online G3 will **NOT** trade, sell, rent, lease, or otherwise share the student's information to anyone, or let anyone use it except if the student and the parent have authorized its use.

The parent of the child has the option to agree to the collection and use of the child's information without consenting to the disclosure of the information to third parties and with the knowledge that exercising such option may affect the child's ability to participate in the third party educational services.

### **III. Parental Discretion**

Online G3 will not require a child to disclose more information than is reasonably necessary to participate in Online G3's services. At any time, parents and legal guardians have the right to determine how their child's personal information will be used in the following ways:

The parent(s)/legal guardian(s) can review their child's personal information;

The parent(s)/legal guardian(s) can direct Online G3 to delete the personal information;

The parent(s)/legal guardian(s) can refuse to allow any further collection or use of the child's information; and/or

The parent(s)/legal guardian(s) can agree to the collection and use of their child's information, but choose not to allow disclosure to third parties.

If parent(s)/legal guardian(s) refuse to allow any further collection or use of the child's information or the disclosure of personal information to third parties, it is with the understanding that the child may be limited in his or her participation in Online G3's educational services.

To request any of the actions described above, the parent must submit a written request by email to Online G3 at [info@onlineg3.com](mailto:info@onlineg3.com).

If the parent fails to respond to this Direct Notice to Parents, Online G3 may use the online

contact information collected from the child for the purposes stated in this Direct Notice to Parents and the Online Privacy Policy.

If the parent does not provide consent within a reasonable time from the date the direct notice was sent, Online G3 will delete the parent's online contact obtained to get verifiable parental consent from its records.

#### **IV. Online Privacy Policy**

Please go to <https://www.onlineg3.com/online-privacy-policy/> to review Online G3's general Privacy Policy. For more information about COPPA, visit <http://www.coppa.org/comply.htm>.

# Behavior and Discipline

## Standards for Student and Parent Conduct

Both students and parents are expected to behave in a manner that shows respect for the mission, philosophy, and policies of Online G3. Students who act in violation of any of the policies defined in this handbook may be subject to the G3 Student Discipline Policy. Similarly, parents/guardians who behave in ways inconsistent with the G3 mission and philosophy, may be asked to pursue other educational options for their children. G3 has the right to ask families deemed a poor fit for the G3 environment not to re-enroll.

## Student Discipline Policy

A violation of any G3 policies or classroom rules may subject the student to following discipline policy.

**Level 1** - Behavior issues at this level are minor and can be addressed immediately by the instructor. Examples include off-topic chat, brief unkind comments, webinar disruption, a single mistaken use of a profane word, etc. Consequences might include redirection by instructor, removal of chat privileges, or email to parents.

**Level 2** - More serious behavior issues or repeated minor infractions may require the intervention of an administrator. Examples of level 2 behavior include repeated disruption of live webinars after warnings, intentional use of inappropriate language in webinars or forums, or alleged academic dishonesty (such as a single instance of plagiarism or copyright infringement). Consequences might include an online conference with parent, creation of a behavior contract, or temporary suspension of live webinar privileges.

**Level 3** - Serious violations of G3 policies, such as bullying, harassment, or intentional, repeated plagiarism or copyright infringement may result in immediate removal from the G3 classroom. No refunds will be given in this case.

Behavior infractions that occur while students are using G3 technology will be handled in accordance with the policy stated above. In addition, if Online G3 is made aware that any G3 policies have been violated outside of the G3 platform, G3 can choose to take disciplinary action.

If the student in question disagrees with G3's decision regarding a behavior issue and consequence, he/she has the right to submit an appeal. Appeals can be made in writing and

submitted via email to the G3 Administration ([admin@onlineg3.com](mailto:admin@onlineg3.com)). Online G3 retains the right to make the final decision on student discipline.

# Registration and Tuition

## Course Placement

At Online G3, parents are empowered to select classes that meet the unique educational needs of their gifted learners.

Most G3 classes are open to all ages. Classes are grouped by ability and content, rather than chronological age. Subject acceleration, where appropriate, is encouraged and supported.

To be successful in G3 classes, students should be fluent readers, able to type with some ease, and comfortable with basic web technology. The youngest students may need parental assistance during webinars to manage certain tasks.

Some classes are designated as “Teen Focus” classes to provide a supportive and collaborative atmosphere for gifted teens. These classes are designed for highly and profoundly gifted students ages 12 and up. In some cases, returning G3 students of exceptional skill and maturity who meet the prerequisites may request exceptions to age guidelines by emailing the administration ([admin@onlineg3.com](mailto:admin@onlineg3.com)).

G3 does not enroll students older than age 18.

## Course Registration and Payment

All families must register online with a credit card. G3 does not accept paper registration forms, personal checks, money orders, or other forms of payment.

### **Independent Family Registration**

Families who are registering and paying for courses independently select classes online and complete the registration form upon checkout for each student. All fees must be paid in full before the student can receive access to the online classroom. Families who need to pay for classes in installments may pay course fees via Paypal Credit. Paypal is a separate entity and G3 is not responsible for any difficulties encountered or fees incurred when using Paypal Credit.

### **Charter School Registration**

Students who are enrolled in an independent study charter school may elect to use charter funds to pay for G3 classes if the school has approved Online G3 as a vendor. These families must also begin by selecting classes, completing the online registration form, and paying the 10% registration fees via credit card. Then the family must request a purchase order (PO) from

their school. Online G3 must receive the PO no later than one week before the first live webinar for the class noted on the PO. Students will not receive access to the online classroom until the PO has been received by Online G3. Late POs can result in students being dropped from their classes and/or families being billed for the remaining cost of tuition. Online G3 offers charter school billing as a courtesy. Families remain financially responsible for any unpaid bills and must adhere to the Online G3 Refund Policy.

## Refund Policy

Registration fees are always nonrefundable. Tuition fees are 90% refundable if a refund request is submitted via email to [info@onlineg3.com](mailto:info@onlineg3.com) at least 14 days before the first class webinar. After that date, a 50% tuition refund is available if a refund request is submitted via email no later than 14 days after the first live webinar. No refunds are available for any reason after the third live webinar of the class.

We want every student to be appropriately challenged at Online G3, so if you feel your child is misplaced in the G3 class levels, please contact us as early as possible to discuss potential solutions. Changes to a student's class schedule after the semester has begun may be possible, but will be subject to availability of appropriate course(s) and require instructor approval.



# Academics

## Orientation

All new students must complete the All Students Orientation prior to their first class webinar. This orientation introduces students to the primary technological and academic features of Online G3 classes and prepares them for success in the Online G3 classroom environment. The orientation classroom opens approximately one week before the first live class webinars begin. The orientation program includes both asynchronous tutorials and a practice live webinar component. Most students take approximately 2-4 hours to complete the entire orientation program and earn the “Properly Toot-ored” badge.



Properly Toot-ored Badge

The orientation is not considered complete until the student has been awarded this badge, which is visible in the student's profile and on the Orientation class page.

Students who do not complete the required orientations and earn the appropriate badges may have limited access to course materials and may be prevented from submitting writing assignments to their instructors. Students may be referred back to the Orientation tutorials if they contact an instructor and describe an issue that is covered in activities they did not complete.

## Class Access

Online classrooms open approximately one week prior to the first live webinar meeting for that class. Students with unpaid invoices, incomplete orientations, or other outstanding administrative issues may have restricted or suspended access until all issues are resolved.

Classrooms remain open 24 hours/day, 7 days/week during the semester except during brief periods of required technical maintenance. Students may work on asynchronous assignments at any time of day or night while the classroom is open. Live webinar rooms are only available

during designated webinar times and while staffed by a supervising teacher or administrator. Recordings of missed classes can be accessed at any time of day or not while the classroom is open.

During the fall and spring semesters, students can continue to access the online classroom for approximately 2 weeks after the last live webinar meeting for that class. During the summer session, classrooms will remain open for at least one week after the last live webinar meeting. Once this period has ended, the classrooms will be archived and become inaccessible to students. If students wish to save any of their coursework or download materials, such as Completion Certificates, they must do so before the class is archived.

## Grades and Credit

At G3, we feel that the pressure of being graded destroys gifted students' intrinsic love of learning so we do not offer graded courses. Instead, we ask students to explore their interests and customize their own paths through our coursework. All students who complete a minimum of 75% of required assignments in a class can earn a Certificate of Completion from Online G3. Detailed reports of student work are available for record-keeping purposes.

## Transferring Course Credits

While Online G3 is accredited by the Western Association of Schools and Colleges (WASC) as a Supplementary Education Program, parents/guardians and students are solely responsible for checking whether the G3 courses a student is interested in enrolling in or has enrolled in result in transferable credit for the student at the student's current school or any college or university where the student applies or intends to apply for admission. G3 does not promise and cannot guarantee transfer of credits to any specific school, college, university, or entity. G3 recommends that parents/guardians check with a student's school or intended college or university to determine whether a specific G3 course will result in transferable credit prior to enrolling in the G3 course and prior to the start of the term.

The student's home institution or current school is solely responsible for determining any grades or credit awarded on the student's home institution transcript or current school transcript.

## Absences and Late Work

Online G3 classes contain a mix of synchronous and asynchronous activities. Completion of asynchronous assignments during the week helps students to gain more knowledge and enjoyment from live webinars, while live webinars provide students with discussion and interactive activities that help to illustrate concepts explored in assignments throughout the

week. Timely completion of assignments and regular live webinar attendance are recommended for optimal learning.

Live weekly webinars are scheduled at designated times and cannot be rescheduled for student activities. However, all class sessions are recorded for students who miss some or all of a live webinar. On the rare occasion that a recording fails, the instructor will provide either a recording from a previous semester or equivalent materials (e.g. the discussion points, slides and images for a webinar) for student self-study.

Asynchronous homework assignments should be completed by the evening before the next live webinar, and are most effective when distributed over two or more days during the week. However, there are no penalties for late or missed assignments. In general, we encourage and empower families to determine their own learning priorities for their students (for example, if a type of activity does not work for a student's learning style, parents may choose to allow students to skip that type of activity in most cases).

There is one exception to this guideline. Arizona State University class policies are defined by ASU, not Online G3. ASU Universal Learner Courses do not allow late work under any circumstances. For more details, see below.

## Dual-Enrollment with ASU

Online G3 collaborates with Arizona State University to offer online college courses for dual credit. Students register for select ASU courses via the Online G3 registration system. G3 will then facilitate the process of enrolling students with ASU.

All course content is provided by ASU. G3 provides community, executive function support, and facilitation of university processes, including proctoring of exams online. Student progress is closely monitored by G3 staff to help students achieve success in each course. However, at the end of the course, the student has the option to decide whether or not to place the course on an official ASU transcript for college credit. This allows the student to earn high school credit and attempt college credit without fear of failure! Students can choose to drop or audit the ASU course at any time. If the student chooses to finish the course and place the credits on an official ASU transcript, an additional \$400 fee (payable directly to ASU) will apply.

Please note that ASU courses include strict deadlines. No late work is accepted for any reason per ASU policy. Students may request other accommodations via the ASU Disability Resource Center if needed.

Once registered for ASU via Online G3, students may enroll in any class available through ASU Universal Learners. Each class incurs a \$25 registration fee, so we ask that parents pay this fee to Online G3 here: <https://onlineg3.wufoo.com/forms/z27gray0li60yp/>.

## Release of Student Records to Schools and Other Teachers

When a student's current school or teacher contacts Online G3 and requests information about the student's participation in G3 courses, G3 will contact the student's parents to notify them of the school or teacher's request and the nature of the request. Upon such notification, parents will have the option to inform G3 if they consent or do not consent to G3 sharing student records or information with the requesting school or teacher. If parents consent to G3 sharing student records or information with the school or teacher, G3 will include parents in all communications with the school or teacher pertaining to the student's records and information. If the parents inform G3 that they do not want G3 to share student records or information with the school or teacher or otherwise do not respond, G3 will not release or distribute such records.

## Request of Student Records by Families

While the course is active, families can work together to download records of course progress, student work samples, Completion Certificates, and other documentation directly from the online classroom through the student account. Fall and spring courses typically remain active and available to students for two weeks after the last webinar has met. Summer workshops are typically archived one week after the last live webinar.

After a class has been archived, a parent/guardian may request copies of Completion Certificates (if awarded) and some student records by emailing [info@onlineg3.com](mailto:info@onlineg3.com) with the student's full name, deadline for receipt of records, and a detailed description of the nature of the request. Please allow a minimum of 4 weeks for Online G3 to complete your request. Rush requests will be considered if time allows.

## Recommendation Requests

Students/families who wish a recommendation letter from a G3 instructor may do so by completing the online recommendation request form: <https://onlineg3.wufoo.com/forms/z27gray0li60yp/>. If recommendation letters from multiple G3 teachers are desired, a separate form must be submitted for each teacher.

Please try to submit this form at least 1 month in advance of the due date. Teachers may or may not be able to accommodate requests on a shorter timeline.

After submitting this form, please check your email for a reply directly from the teacher(s) you requested. Sometimes teachers must decline recommendation letter requests, or have

additional questions about the request. It is essential that you respond to these emails in a timely manner.

# Technical Requirements

## General Requirements

To participate in G3 classes, students must have access to a PC, Macintosh, or Chromebook with internet access and a supported browser (Chrome 110+ is strongly recommended) to participate in courses. Please note: Safari is NOT a fully supported browser! Several aspects of our program may not work correctly with Safari. Please consider using Chrome, Firefox, or Edge browsers instead, and remember to install updates to browsers frequently for best performance. Students enrolled in ASU classes may also find that Chromebooks are not compatible with some online learning simulations. Please consult individual course descriptions for details. High-speed internet is strongly recommended.

## Live Webinars

The live webinars require compatibility with Zoom. Please visit Zoom Support <https://support.zoom.us/hc/en-us/articles/206175806> to download the appropriate Zoom app and test your system. A working microphone or headset is required for all live webinars. Headsets are strongly encouraged to reduce echo.

Live webinars are also compatible with most tablets and smartphones! Students who wish to attend live webinars on mobile devices must first download and install the free Zoom app. Students can then browse to the G3 classroom and click the live webinar link to launch the app!

## ClassLink Launchpad

Students access all G3 course materials and resources via the Online G3 Student Launchpad by ClassLink. To function properly, users must install the appropriate ClassLink Launchpad Browser Extension for their browser:

**Chrome (recommended)**

(<https://chrome.google.com/webstore/detail/classlink-oneclick-extens/jqfbgkijlonelmpenhpfeeljilcgnkpe?hl=en>)

Firefox

(<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:ad22ec87-d8d0-428b-bf84-940e2a506af8>)

Edge (<https://www.microsoft.com/en-us/p/classlink-oneclick/9p0jm4dcgs1b>)

Safari

(<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:bbd6d022-6e9b-444f-9804-1a47dc4d700c> - not recommended)

For the best user experience, we recommend setting <https://launchpad.onlineg3.com> as the student's browser home page.

All resources for G3 classes are available on the Student Launchpad. Most are available via Single Sign-On (SSO), meaning that the student can click the icon and access G3 materials and subscriptions without entering another password. If the student encounters a resource in the G3 Moodle classroom that requires a login, please return to the Launchpad and click the appropriate icon before returning to the classroom to complete the activity.

## G3 Microsoft Accounts

All registered G3 students are provided with custom Microsoft accounts as follows: [Firstname.Lastname@onlineg3.onmicrosoft.com](mailto:Firstname.Lastname@onlineg3.onmicrosoft.com). This account will serve as the student's email address and G3 login username while enrolled at Online G3. If the student is using a shared computer, please make sure that all other Microsoft-related accounts (including Hotmail, Xbox Live, Skype, Minecraft, etc.) are logged out before beginning a G3 study session. Other accounts can cause conflicts when attempting to log in with the G3 Microsoft account.

For the best user experience, we recommend setting up a separate profile on your computer or within your browser to create a distraction-free learning environment for your student. A unique profile also reduces the chances that your student will have a login conflict.

# Communication with G3

As G3 is an entirely online program with teachers spread across North America and families coming from countries around the world, we conduct all communications via email and the Internet. Students, parents/guardians, and supervising teachers are welcome to contact G3 with questions or concerns at any time. We strive to respond to all inquiries within one business day while classes are in session.

To ensure timely communication while classes are in session, G3 encourages students and parents/guardians to check their G3-associated email accounts at least once per day. If checking a separate email account is too cumbersome, we recommend setting up a forwarding system. A video tutorial is available here: <https://youtu.be/pssu1hEqjLo>. Families should also add [info@onlineg3.com](mailto:info@onlineg3.com) to their contacts list and check spam folders periodically for misdirected G3 messages.

## **Billing, Schedule and Administrative Issues**

The Online G3 website contains many helpful pages with information about schedules and billing:

Current class schedule and calendar (<https://www.onlineg3.com/calendar-and-schedules/>)

Tuition chart (<https://www.onlineg3.com/tuition-and-fees/>)

Registration instructions for independent families (<https://www.onlineg3.com/for-families/>)

Registration instructions for charter schools (<https://www.onlineg3.com/for-schools/>)

Logging into the Family Account (<https://www.onlineg3.com/my-account/>) can also provide parents with additional details about current enrollments, including a link to a payment portal if an invoice is due.

For other billing concerns, refund requests, student email and name changes, questions about course and schedule changes, or name and email changes, please email [info@onlineg3.com](mailto:info@onlineg3.com) for assistance. Please note that G3 cannot accept course change requests or student name change requests from students. These requests must be made by parents/guardians.


## **Course-related Issues**

Basic questions about courses can often be answered by reading the course descriptions (<https://www.onlineg3.com/courses/>) on the Online G3 website. Required books, estimated weekly time commitment, and challenge level details are posted online for each class.

Students who have specific questions about homework assignments or webinar activities are encouraged to reach out directly to their instructors via the “Contact Your Teacher” link in the “Class Resources” section at the top of each class homepage.



## Class Resources

 [Announcements](#)

 [Contact Your Teacher](#)

Parents/guardians with concerns about their student's course are also encouraged to communicate directly with the instructor. A list of current teacher emails is provided below:

<b><i>Instructor Name</i></b>	<b><i>Instructor Pseudonym</i></b>	<b><i>Subject Area</i></b>	<b><i>G3 Email</i></b>
Jaime Smith	Headmistress Guinevere	Literature and Grammar	<a href="mailto:guinevere@onlineg3.com">guinevere@onlineg3.com</a>
Ben Smith	Headmaster Galahad	History and Science	<a href="mailto:galahad@onlineg3.com">galahad@onlineg3.com</a>
Noel Jett	Counselor Cat	Psychology and Sociology	<a href="mailto:cat@onlineg3.com">cat@onlineg3.com</a>

### **Unresolved Course-related Issues**

If a course-related issue arises that cannot be resolved directly with the instructor, families may contact the G3 administration at [info@onlineg3.com](mailto:info@onlineg3.com).

If the course issue remains unresolved after contact with both the instructor and G3 administration, families may contact the Online G3 President and CEO, Jaime Smith, at [jaime@onlineg3.com](mailto:jaime@onlineg3.com).

### **Technical Assistance**

A "Help" link for students is available in the top menu of every classroom page. This link includes resources to help students and their families troubleshoot a wide variety of common technical problems. A link to a "Contact G3" form for technical help is also available at this link. In addition, students and parents/guardians are welcome to email [info@onlineg3.com](mailto:info@onlineg3.com) for assistance if they are unable to access the Help menu.

### **Other Questions**

Please email [info@onlineg3.com](mailto:info@onlineg3.com) and your question will be directed to the most appropriate person at Online G3.

# Online G3 Student and Parent Acknowledgment of Student and Parent Handbook

ALL FAMILIES MUST FILL OUT AND RETURN THIS PAGE AT LEAST ONE WEEK BEFORE THE START OF THE SEMESTER.

Signature page may be submitted electronically via SignNow or by emailing [handbook@onlineg3.com](mailto:handbook@onlineg3.com) a signed and scanned copy of this page.

By signing this document, I acknowledge that I have received a copy of the Online G3 Student and Parent Handbook and that I have read and understand the policies and procedures contained therein. I acknowledge that I am subject to the policies and procedures set forth in the Handbook and I am expected to adhere to and abide by the policies, terms, and provisions contained in the Handbook. In addition, I acknowledge that I am responsible for consulting the President of Online G3, Jaime Smith ([jaime@onlineg3.com](mailto:jaime@onlineg3.com)), if I do not understand any of these policies or procedures and/or if I have questions that are not answered in the Handbook.

I understand that Online G3 may change, rescind, or modify any policies or practices described in the Handbook from time to time, in its sole and absolute discretion, with or without prior notice. When new policies are added or existing policies or procedures are changed, I understand that the most recent policies shall prevail and will govern any new actions taken.

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Student Name #1	Student Name #2	Student Name #3