Gratiot Continuous Learning Center

A DIVISION OF ASHLEY COMMUNITY SCHOOL



G.R.O.W. in all that you encounter!

G-row with all that you encounter!

R-ealistic in all that you face daily!

O-wn your life and what you do and become!

W-ork to be the best individual you can be!



We provide a growth mindset within the educational setting, empowering all stakeholders to succeed in their educational pursuits.

Table of Contents

Page 4……..BOARD OF EDUCATION, STAFF AND ADMINISTRATION

Page 5……..…..MISSION STATEMENT, GRADUATION REQUIREMENTS AND CURRICULUM

Page 6……..….GRADUATION REQUIREMENTS AND CURRICULUM, CREDIT RECOVERY

Page 7…….COMMENCEMENT EXERCISES, DETERMINATION OF GRADE POINT

Page 8…..……ADDITIONAL ACADEMIC INFORMATION

Page 9…….GRADING SCALE

Page 10-12……STUDENT RECORDS/CONFIDENTIALITY, RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Page 12-13…….DISCIPLINARY AREAS-TOBACCO/ALCHOLIC BEVERAGES/DRUGS, DRESS AND APPEARANCE, STUDENT USE OF CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

Page 14…….CLASSROOM AND SITE MONITORING, COOPERATION WITH SCHOOL PERSONNEL, CHEATING, INAPPROPRIATE OR EXCESSIVE DISPLAY OF AFFECTION

Page 16…….CRIMINAL ACTS, THEFT, DESTRUCTION OF PROPERTY, POSSESSION OF EXPLOSIVE DEVICES, FORGERY, DANGEROUS WEAPONS AT SCHOOL

Page 16…….INAPPROPRIATE/ILLEGAL ACTIONS, ASSAULT

Page 16-17…….HARASSMENT, SEARCH AND SEIZURES, BULLYING

Page 18…….DISCIPLINARY POLICY-SUSPENSION AND EXPULSION PROCEDURES

Page 19-20…….EXPULSION PROCEDURE, ATTENDANCE AND EXCUSES

Page 20-21…….GUIDANCE PROGRAM, COMPUTER/INTERNET/TECHNOLOGY

Page 21…….MISCELLANEOUS INFORMATION-AGE OF MAJORITY, USE OF FACILITIES, USE OF TELEPHONE, DISTRIBUTION OF LITERATURE

Page 22…….MEDICATION,VISITORS AT SCHOOL, FIRE/TORNADO DRILL, SEVERE WEATHER

Page 23…….SEXUAL HARASSMENT POLICY, NON-DISCRIMINATION

Page 24-29…….LINK FOR POLICIES and APPENDIX A

Gratiot Continuous Learning Center
Student and Parent Handbook



Fiscal Agent for G.C.L.C. is:
Ashley Community Schools
104 New Street
PO Box 6
Ashley, MI
48806

Web site: www.ashleyschools.net
(989) 847-4000
(989) 847-4204 Fax

Gratiot Continuous Learning Center:
525 N State Street, Suite 4
Alma, Mi 48801
(989) 462-0130

Adopted by the Board of Education
2026-2027

BOARD OF EDUCATION, STAFF AND ADMINISTRATION

Board Of Education Members

Anmarie Bradley Dodd-President - aebradleydodd@yahoo.com
Steve Hardman Jr -Vice President - hardman.Steve@yahoo.com
Ashleigh Shaw- Secretary - kaufmann.ashleigh@gmail.com
Trent Yelsik - Treasurer - yelsik3_3@yahoo.com
Dawn Wirt - Trustee - dawnwirt@gmail.com
Shelly Oswald - Trustee - feltonshelly70@yahoo.com

ADMINISTRATION

Ryan Portenga	Superintendent	rportenga@ashleyschools.net
Leslie Lambert	K-12 Co-Principal	llambert@ashleyschools.net
Marty Cartwright	K-12 Co-Principal/Dean of Students/AD	mcartwright@ashleyschools.net
Michael Myers	Alternative Student Success Coordinator	mmyers@ashleyschools.net
Mike Burlingame	Transportation / Facilities Maintenance Director	mburlingame@ashleschools.net

STAFF for GCLC

Autumn Breecher	GCLC/GAE Administrative Assistant	abreecher@ashleyschools.net
Ruth Ralston	High School/GCLC English Language Arts	rralsont@ashleyschools.net
Joseph Smolka	High School/GCLC Social Studies	jsmolka@ashleyschools.net
Deana Smith	High School/GCLC Science	dsmith@ashleyschools.net
Beverly Kimball	High School/GCLC Math	bkimball@ashleyschools.net
Joseph Shaw	High School/GCLC Special Education/SS	jshaw@ashleyschools.net

Administrative Assistants Superintendent/High School

Paula Schreiner	Superintendent's Secretary	pschreiner@ashleyschools.net
Jessica Kinsley	Principal's Secretary	jkinsley@ashleyschools.net

PHONE NUMBERS

Superintendent's Office	(989) 847-4000
Principal's Office	(989) 847-4000
Ashley Public Library	(989) 847-4283
Gratiot Continuous Learning Center-Alma Location	(989) 462-0130

Gratiot Continuous Learning Center

MISSION STATEMENT

The students, staff, parents, and community of Gratiot Continuous Learning Center Education Program, in alliance with our communities, are committed to our students becoming productive members of society and citizens. Our mission will be achieved by the following strategies:

* Educational and social opportunities

* Career choice exploration

* Safe and caring environment

* Individualized instruction

* Self-esteem building

With individual teaching, counseling, guidance, and administration, it is hoped that each student will gain and grow both academically and personally in this educational environment. The goals emphasized below are those that all educational staff expect a student to achieve in the program.

1. Acquire and improve their basic skills and attendance patterns.

2. Earn credit towards a diploma or promotion to a higher grade.

3. Develop socially desirable behavior patterns such as:

    a. Self-discipline

    b. Dependability

    c. Sound judgment and decision-making skills

    d. Respect and acceptance of others

    4. Develop self-confidence.

5. Attain competence for entry into the world of work and/or college.

Nondiscrimination and Access to Equal Educational Opportunity

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities or employment.
The District Superintendent has been designated to handle inquiries regarding the nondiscrimination policies of the School District or to address any complaint of discrimination.

Title IX contact is Mr. Marty Cartwright for Ashley Community Schools.

GRADUATION REQUIREMENTS AND CURRICULUM SUBJECTS REQUIRED FOR ALTERNATIVE GRADUATION

Twenty(20) credits are required for graduation through the Gratiot Continuous Learning Center with a Ashley High School/GCLCl Diploma. Below is a list of required subjects and units required for graduation for any graduating class beyond 2011:

SUBJECTS REQUIRED OF COHORTS 2011+--- 20 Credits

A. English----------4 Credits

1. English 9
2. English 10
3. English 11
4. English 12

B. Mathematics----------4 Credits

1. Algebra 1
2. Algebra 2
3. Geometry
4. Additional Math-Financial Mathematics

C. Science----------3 Credits

1. Biology
2. Physics or Chemistry (Must 1 credit of either total only)
3. Additional Science

D. World History/Geography----------1 Credit

E. US History/Geography----------1 Credit

F. Civics----------.5 Credit

G. Economics----------.5 Credit

H. PE/Health----------1 Credit

I. Computers/Online Experience----------1 Credit

J. Visual/Applied Performing Arts----------1 Credit

K. World Language—----------—----------2 Credit

L. Electives—----------1 Credits

CREDIT RECOVERY TESTING IS AVAILABLE VIA Edgenuity exams:

There are tests in various subjects that when passed individually will earn credit(s) toward graduation. Several guidelines on these tests are listed below:

1. Students are required to take the monitored test on-line and within specific guidelines.
2. A student who takes these tests must be enrolled in the Gratiot Continuous Learning Center program.
3. Achieve a score of at least 77% on the given test to obtain credit.

COMMENCEMENT EXERCISES

All students that want to participate in commencement exercises will need to complete the necessary information by the last Friday in May. This information is needed in ordering caps, gowns, diplomas, and making sure the student is moving towards graduation. A student will not be able to take part in graduation, if they have NOT completed ALL REQUIREMENTS by the LAST Friday of May. A student can request this information at the end of the first semester.

DETERMINATION OF GRADE POINT AVERAGES

Determination of cumulative GPA, (Grade Point Average) is calculated at the end of each semester. The grade point scale is listed below:

A 4.00

A- 3.67

B+ 3.33

B 3.00

B- 2.67

C+ 2.33

C 2.00

C- 1.67

D+ 1.33

D 1.00

D- 0.67

E 0.00

ADDITIONAL ACADEMIC INFORMATION

Education Integrity for Coursework on Edgenuity at GCLC-

Our goal is for you to complete each course successfully while building the knowledge you need to demonstrate true understanding. The key lesson is this: ***doing it right the first time.* This means taking notes, focusing on the material, and learning to the best of your ability from the start. While the use of tools and resources is encouraged to support learning, students are still expected to demonstrate that they have personally acquired the necessary knowledge and skills. All students must be able to independently show mastery and understanding at the appropriate level on a cumulative exam.

We do not want you to repeat coursework unnecessarily. Instead, **we ask that you give your very best effort the first time.**

We also understand that some courses may be more challenging than others. If you find yourself struggling, please communicate with our staff. We are here to work with you, provide support, and help you overcome difficulties/obstacles—together.**

- Students are required to complete all assigned coursework to build a sufficient knowledge base for assessments (Unit Test) at given points throughout the course work and the cumulative exam..
- The cumulative exam is the final measure of knowledge gained in the course.
  - **MUST BE TAKEN WITH STAFF MEMBER PRESENT**
- A minimum score of **60%** on the cumulative exam is required to earn a passing grade in a class.
- Course credit will not be granted if the cumulative exam score is below 60%.
- Students may have up to three(3) opportunities to take the cumulative exam for a given course and achieve a 60% or better score. Students with difficulties achieving the 60% or better score will need to develop a plan with the staff to overcome the obstacles they are facing.

Grades are reported to students at any time at their request and at other times throughout the school year. The purpose of the report card is to have the students informed on his or her progress. It will not be necessary to return this card to the school.

GRADING SCALE

Grade		PERCENTAGE
A	…….	100-94
A-	…….	93-90
B+	…….	89-87
B	…….	86-83
B-	…….	82-80
C+	…….	79-77
C	…….	76-73
C-	…….	72-70
D+	…….	69-67
D	…….	66-63
D-	…….	62-60
F	…….	59-Below

An, (I) or incomplete grade for any marking period must be made up by the end of the next marking period. Should extended illness or unusual circumstances arise, an extension and/or reduction of this period must have prior approval by the Director. Failure to remove an incomplete satisfactorily or to make appropriate arrangements, with the allotted times, will result in a failing grade for the assignment missed. If an incomplete grade is issued at the end of the school year, the student will have two weeks from the end of that same school year to complete the assignment missed.

Graduation credit will be assigned to students every marking period. The credit earned for that marking period is determined by the course taken for that marking period on a per class basis.

These grades will be entered into the student's cumulative record for each class taken. In addition to the letter grades given on the report card, there is a column for comments. In this column, teachers' may select to write their comment(s) on this section of the report card.

GRADE CLASSIFICATION

A student who elects to earn a Gratiot Continuous Learning Center Diploma, which is sponsored by Ashley Community Schools, will be assigned grade status according to the total credit on their PowerSchool--Graduation Progress Plan(GPP) and/or other alternative GPP form for GCLC.

STUDENT RECORDS/CONFIDENTIALITY

A student has the right to expect their school records will remain confidential as mandated and authorized by current Federal and State laws, i.e., Family Educational Rights to Privacy Act of 1974.

The Family Education Rights and Privacy Act, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Every student may expect a transcript upon request to be made available to him/her without due delay. Counselors, teachers, and administrators will treat student information as confidential in accordance with applicable legal and ethical requirements.

STUDENTS' RIGHTS, RESPONSIBILITIES, & LIMITATIONS

Student Rights

Students in the school have rights such as those outlined in the Constitution and the laws of the United States and the State of Michigan, within the limitation of their age. There are, however, some rights which perhaps need to be emphasized.

1. The right of free speech. They have the right to express their opinions and seek answers to their questions. This is limited by common sense. For instance, if the teacher asks the class to be quiet and a student continues to talk, it ceases to be freedom of speech and becomes a disruption. Racial and/or derogatory, lewd, obscene and vulgar language is not permitted.

2. The rights of due process and legal representation. If a problem arises which must be dealt with by the office, students are protected by the due process procedure, and they do have the right to seek legal representation, especially in a situation where the consequences are important.

3. They have the right to expect the information given to a counselor, teacher, or administrator will remain confidential and be given only to those people to whom it is relevant.

4. Students have the right to expect their school records to remain confidential and to be open to the student and only those school employees who need to have access to them. Every student may expect a transcript upon request to be made available to them without due delay.

5. Students have the right to deny the release of records and personal information. Directory information may be provided to persons or organizations for non-profit making purposes when deemed appropriate by the building principal, **unless the parents of the student restrict the information in writing to the building principal.**

--Directory information includes:

A student's name; picture; major field of study; participation in recognized activities and sports and related information; grade placement; honors, class rank and awards received; and telephone numbers (for military recruiters only).

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers.

Student Responsibilities

Students, like everyone else in school, have the responsibilities of treating others with respect and fairness and to show common sense as situations may arise. There are, in addition, other areas in which students have specific responsibilities in the school setting. These include:

1. The responsibility of taking pride in and care of the building and school property. It is the responsibility of the student to maintain proper care and respect for the Gratiot Continuous Learning Center and grounds.

2. Students have the responsibility to keep themselves informed about school in general (rules, rights, policies, due process, and other information in the handbook). They have particular responsibilities to keep themselves informed concerning their current classroom situations..

3. They have the responsibility of getting information and assignments missed due to absence.

4. They are responsible for their attendance in school and the classes in which they are enrolled.

5. Students have the responsibility to protect their private property and to respect the private property of others.

6. Students have the responsibility to get as much as possible out of this opportunity by putting forth appropriate effort in their studies.

7. Students are representatives of Gratiot Continuous Learning Center and should demonstrate appropriate behavior while they are attending the program.

<u>Student Limitations</u>

To establish the best possible learning atmosphere, as well as to provide for the health, safety and welfare of all students and employees of GCLC, the following categories of misconduct have been adopted along with general guidelines for consequences when a student engages in such behaviors. These standards apply to all school students for all activities of GCLC. This list is not intended to be exhaustive and is not limited to only the following areas. The rules and policies of GCLC apply to any student who is on school property or school affiliated transportation, who is in attendance at school or at any school sponsored activity, or whose conduct at any time interferes with the operations, discipline, or general welfare of the school, regardless of the location, date or time. The following activities are among those defined as criminal under the laws of the State of Michigan:

1. ARSON - The intentional setting of fire.

2. ASSAULT - Physical threats or violence to persons.

3. BURGLARY/LARCENY - Stealing of school or personal property.

4. EXPLOSIVES - Explosives or the threat to use explosives of any kind are not permitted on school property or at any school sponsored events. This includes fireworks of any kind.

5. EXTORTION, BLACKMAIL OR COERCION - Obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.

6. FIREARMS - Firearms are prohibited on school property or at school sponsored events.

7. MALICIOUS MISCHIEF - Defacing of property, including graffiti.

8. ROBBERY - Stealing from an individual by force or threat of force.

9. SALE, USE OR POSSESSION of alcohol, illegal drugs or tobacco.

10. TRESPASSING - Being present in an unauthorized place or refusing to leave when ordered to do so.

11. UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES -Interference with administrators or teachers by force or violence, or by threat of force or violence. The commission of, or participation in, such activities in a school building on school property, or at school sponsored events is prohibited. The police may be contacted and asked to assist in dealing with these activities. Disciplinary action may be taken by the school regardless of the outcome resulting or not resulting in criminal charges.

Disciplinary Procedures

Discipline in the classroom is the responsibility of the teachers and the students. Disruptive conduct by students in a classroom can result in a discussion with staff with consequences being established.

DISCIPLINARY AREAS AND PROCEDURES

A. TOBACCO & VAPPING PRODUCTS

Students are strictly prohibited from smoking and from possessing, carrying, or using tobacco products, including any vaping activities in the school building, on school property, or at school-related functions. Violators will be suspended from school for a period of (5) five days on the first offense, (10) ten days on the second offense, and on the third offense will be suspended for the remainder of the marking period.

Michigan Law prohibits tobacco use in all buildings owned by public schools and restricts tobacco use on school property before 6:00 p.m. on regularly scheduled school days. These restrictions apply to all persons -- students, employees, and visitors. Violators are subject to a criminal misdemeanor charge, punishable by a fine of not more than $50.00. In addition, the Youth Tobacco Act: It makes it unlawful for persons under age 21 to possess, buy, or use any type of tobacco product and prescribes penalties and violations.

B. ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS

The sale, use, or possession of alcoholic beverages, non-alcoholic malt beverages or mood or mind altering drugs in the school building, on school grounds, or at school functions away from school premises by students, and the appearance of students in school or at school functions who are to any degree under the influence of any of the above, is strictly prohibited. Students displaying suspicious behavior may be requested to take a breathalyzer or field test by the Principal. Failure to cooperate with the Principal will result in a ten (10) day suspension and possible Board of Education hearing for permanent expulsion. The only drugs allowed are

those prescribed by a doctor, and the student must follow the building procedure for dispensing medication from the office. Violators will be suspended from school for a minimum of ten (10) days and will be referred to the superintendent and/or Board of Education. Criminal charges will be pursued by school authorities, and further disciplinary action will be considered.

A student suspended due to violation of the alcohol or illegal drug prohibition must undergo an alcohol and drug counseling assessment. An assessment appointment must be made and confirmed by school authorities prior to the student's return to school after his/her suspension has been served. If the student and family fail to seek treatment and/or follow the recommendation of the assessment team, the student will be recommended for permanent expulsion. Second offenders of either of the above infractions will be referred to the Board of Education for permanent expulsion and Criminal Charges pursued.

C. DRESS AND APPEARANCE

The intent of the Gratiot Continuous Learning Center dress code is to promote a good academic environment, maintain discipline, and prevent any disruption to the educational process. Any type of dress, behavior, or practice which creates a dangerous situation, infringes upon the rights or safety of others, is immodest, profane, portrays nudity, sexual innuendo or is otherwise disruptive to the school setting, will not be allowed.
Undergarments cannot be visible at any time. Hats or clothing that advertise the use or sale of alcohol, drugs or tobacco products are not appropriate for the school setting and will not be allowed. Staff will be decision makers with regards to appropriateness of attire.

D. Student Use of Cell Phone and Electronic Communication Devices

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored during school hours if a student chooses to bring them to school. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.
Legal authority: MCL 380.1303(2)

*****If you should need to contact a student, please contact the office 989-462-0130*

See Appendix A for complete GCLC Communications policy.

Headphones

Students will only be allowed to use earbuds or headphones for educational purposes and coursework related needs. Students will only be allowed to use earbuds or headphones inside classrooms with teachers' permission. The volume should be at a level that is appropriate for the classroom and is at the discretion of the staff.

Classroom & Site monitoring

The Alma United Way, as a public entity, has installed video cameras and monitoring devices throughout the building for security and monitoring purposes. In certain situations, video footage may be reviewed to help determine the circumstances of specific incidents.

E. COOPERATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel, and all student actions will show respect toward teachers and other personnel at all times. Students will display this cooperation in class by giving an honest effort to meet class requirements and to obey the teacher's requests. Failure to do so can result in suspension. Insubordinate behavior of not following a reasonable request will not be tolerated.

F. IDENTIFICATION OF SELF - COOPERATION AND INSUBORDINATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel, and students' actions will show respect for teachers and other personnel at all times. Students will display this cooperation in class by giving an honest effort to meet class requirements and to obey the teacher(s) requests. Failure to do so can result in suspension. Insubordinate behavior will not be tolerated.

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events. Such behaviors may result in contact with the parent/guardian and progressive disciplinary action.

G. CHEATING

Cheating is strictly prohibited. The first offense of cheating will result in an automatic zero for the work or test. The second offense will result in the lowering of the marking period grade by one full letter grade. A third offense may result in loss of credit for the semester or removal from the course.

H. INAPPROPRIATE OR EXCESSIVE DISPLAY OF AFFECTION

Displays of affection in the building and on the school grounds are in poor taste and are unacceptable. Students may hold hands during class changes and breaks, this is acceptable, but any other type of contact between students is inappropriate. Violations will be dealt with in a (3) three-step process. These include:

1. The students involved will be called in for a conference with the Director.
2. The Director will make contact with the parents to explain and discuss the problem.
3. Discipline assignment.

I. CRIMINAL ACTS

A student's commission of, or participation in, any acts prohibited by federal or state law or local ordinance also violates the school conduct rules when such acts affect the safe and orderly operation of schools, including but not limited to acts committed on school property, on school-sponsored transportation, or related to any school program, function or activity. School officials may take disciplinary action regardless of whether criminal charges result. Examples of such criminal acts include, but are not limited to the underlined areas listed below.

J. THEFT

Proper respect for the property of others is to be shown at all times. Theft will not be tolerated, and students caught stealing will be dealt with severely with the 1st offense for a (5) five-day suspension, and a 2nd offense a (10) ten-day suspension. A third offense will result in a possible recommendation for expulsion to the Board of Education. Students are asked not to keep sums of money on their persons or in their locker. The office is available to keep valuables or money under secure conditions.

K. DESTRUCTION OF PROPERTY/VANDALISM/ARSON

At no time will destruction or damaging of property be tolerated. Extreme cases will result in suspension with the possibility of expulsion being recommended. It is the intention of the Gratiot Continuous Learning Center sponsored by the Ashley School District to seek damages in all malicious destruction or damage of school property (books, lockers, desks, etc.). Section 1311 (2) of the Revised School Code mandates permanent expulsion for a student who "commits arson in the school building or on the school grounds."

L. POSSESSION OR USE OF EXPLOSIVE DEVICES AND FIREWORKS ON SCHOOL GROUNDS

No student shall possess, sell, transfer, or ignite any explosive device at school or at school activities. Violators will be subject to discipline up to and including long-term suspension or expulsion. Additionally, legal authorities will be notified as appropriate or required by current law.

M. FORGERY

Students found to be utilizing forged communications will face disciplinary action. Involvement in forgery includes writing a communication for another student.

N. DANGEROUS WEAPONS AT SCHOOL

In accordance with Board policy and State regulations, Gratiot Continuous Learning Center is a "weapons free" school zone. There is zero tolerance for dangerous weapons to be in possession by any student, visitor or employee. Students found to be in possession of a weapon in a school building, on school property, or at a school sponsored event will be suspended immediately.

A recommendation will then be made to the Board of Education for expulsion procedures. Students and parents may follow the due process procedure outlined in the Board policy to appeal decisions in this area. These are listed on the following page.

"Dangerous weapons"are defined by the Board policy to include the following:

1. A firearm,
2. Gun,
3. Revolver,
4. Pistol,
5. Dagger,
6. Dirk,
7. Stiletto,
8. Knife ("pocket" of any type included),
9. Iron bar,
11. Brass knuckles,
12. Nunchucks, mace, pepper spray, box cutter, razor blade or chains.

"Firearm" means:

1. A weapon (including a starter gun) which may be converted to expel a projectile by gas or air;
2. The frame or receiver of any such weapon,
3. Any device that will expel a projectile by the action of a propellant. A BB gun is considered a "firearm".
4. Look-alike gun.

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of any object on school property or in a school vehicle that may be used to cause or threaten harm to others.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object that may be used to cause or threaten harm to others.

O. OTHER INAPPROPRIATE/ILLEGAL--ACTIONS/ACTIVITIES OR BEHAVIORS

The commission of, or participation in such activities in a school building on school property, or at school sponsored events is prohibited. The police may be contacted and asked to assist in dealing with these activities. Disciplinary action may be taken by the school regardless of whether or not criminal charges result. Students may be subject to discipline, up to and including expulsion, for other criminal conduct in addition to the offenses specifically referenced

P. PHYSICAL & VERBAL ASSAULT

Physical assault at school against a District employee, volunteer, contractor or any other student that may or may not cause injury may result in charges being filed and the student subject to suspension and/or expulsion.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Verbal assault at school against a District employee, volunteer or any other student or similar threats directed at a school building, property or school activity may result in suspension and expulsion.

Verbal assault is a communicated intent and ability to act on the threat.

The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6-12 who engage in physical assault or verbal assault:

1. Physical assault of another student – Expulsion up to 180 days.
2. Verbal assault on a school employee, volunteer or contractor- suspension or expulsion at the District's discretion.
3. Physical assault of a school employee, volunteer, or contractor – permanent expulsion subject to possible reinstatement by petition.
4. Any statement or act, oral or written that can reasonably be expected to induce in another person an apprehension of danger of bodily injury or harm.

The Michigan School Code also mandated the expulsion of any student in grades K-12 who committed criminal sexual conduct which is defined as a "violation of Sections 750.520b,c,d,e, and g of the Michigan Penal Code".

Q. HARASSMENT

Any behavior by a student that involves activities such as stalking, bullying, name-calling, taunting, hazing, and general disruptive behaviors constitute "harassment" and is subject to disciplinary action.

R. SEARCH AND SEIZURES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Students should not expect privacy regarding items placed in or on school property, because school property is subject to search at any time by school officials. This can occur at any time without notice, without student consent, and without a search warrant.

A student's person or personal effects (e.g. purse, car, backpack, or athletic gear) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband material. If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Officers of the law, appearing with duly processed search warrants, should be accorded to the right to search or inspect according to the order. The Director shall be notified of such a search as soon as possible and parents of the student shall be informed.

S. BULLYING POLICY

Bullying is deliberate and hurtful behavior meant to belittle, frighten, hurt or exclude someone. Bullying usually does not happen just once. It continues to happen over and over. **A student should report any instance of bullying to the instructor or using the "Report Bullying" link on the school website and found here.** Reporting link OK2SAY https://www.michigan.gov/ok2say/ The law, House Bill No. 5017 https://legiscan.com/MI/text/HB5017/2017

Under the law, cyberbullying involves:

- Posting a message or statement in a public media forum about any other person that is intended to put someone in fear of bodily harm or death and expresses an intent to commit violence against the person.
- Posting a message or statement with the intent to communicate a threat with the knowledge that it will be viewed as a threat.
- A pattern of harassing or intimidating behavior.

T. DISCIPLINARY POLICY

To establish the best possible learning atmosphere, as well as to provide for the health, safety and welfare of all students and employees of the GCLC the following categories of misconduct have been adopted along with general guidelines for consequences when a student engages in such misconduct. These standards of conduct apply to all school students for all activities of the GCLC. This list is not intended to be exhaustive, and includes, but is not limited to the following.

The rules and policies of the GCLC apply to any student who is on school property or school-affiliated transportation, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date, or time

A student's behavior is most important in the education environment. Below are possible steps that will be considered when a student's behavior is not acceptable in the school setting.

Step 1 A verbal warning will be given. Failure to correct the problem may result in the student being asked to leave the classroom and have a one-on-one discussion with the instructor and/or other educational staff.

Step 2 Should the unacceptable behavior(s) warrant a suspension, but not expulsion, an in-school suspension of 1-5 days will be considered as a sanction. This sanction would be used in lieu of an out of school suspension, which would appear to reward the student by not having to attend classes.

A conference with the student and parent/guardian may be held with educational staff before the student is readmitted to the class. A, "Behavior Contract", will be mutually agreed upon by the student and the educational staff. This contract will be kept on file.

Step 3 Should unacceptable behavior(s) continue, the Behavior Contract will be reviewed with the student, and educational staff and Out of School Suspension (OSS) may be assigned.

If a student continues unacceptable behavior after returning to school from OSS the student will be asked to leave, pending a meeting with the superintendent, principal and school counselor, which may result in expulsion.

Note: The severity of the behavior or misconduct may result in skipping any of these steps and result in immediate suspension/expulsion and/or transfer to another program.

U. <u>SUSPENSION AND EXPULSION PROCEDURES</u>

For suspensions of **less than** (10) ten days:

A student faced with suspensions of (10) ten days or less need only be given notice of the charges and an opportunity to present his/her version of the events to the Director and the other staff making the disciplinary decision.

For suspensions of **more than** (10) ten days or expulsions:

A student will be given notice of the charges and a hearing date before the Board of Education regarding the imposition of the suspension or expulsion, if applicable. In such actions, the following precepts shall be adhered to.

1. A student shall be fully informed of the charges brought against him or her and will be given the opportunity to respond to charges and present information to refute them.

2. The student shall be informed of resulting action and the rationale for action.

3. When a student is under temporary separation or suspension for all classes for a full day or more, the following conditions shall apply.

a. The student will be carried on the rolls of the school but will be reported absent for the period of the exclusion. Students on in-school suspension are considered absent for the purpose of determination of perfect attendance.

b. During the exclusion, the student will not participate in any extracurricular activity or be present on school property, unless with parent or guardian for a prearranged conference with an administrator or by written permission of an administrator of the school district.

c. The student is responsible for all work missed during the suspension period and should hand in this completed work upon return to class when possible.

d. If the period of exclusion extends beyond the current school year, the remaining period of suspension may extend into the following school year.

4. The parents shall be contacted if the student is temporarily separated or suspended from school. Written notification of such contact, shall be in the student's cumulative file. Notification shall include charges and conditions of suspension.

5. The Superintendent or administrative officer designated shall be notified immediately of any separation or suspension.

6. Students shall be notified in writing of appeal procedures that shall include:

a. Parents may request a conference with the Director. Such requests shall be made within the period of separation or suspension. The Director shall affirm or modify the term of his/her action within (2) two-school days from the date of the conference. The Director's decision in case of temporary separation shall be final.

b. Within (5) five-school days from the Director's decision, the student or parent may appeal such a decision to the Superintendent of schools or his designee. The Superintendent shall affirm or modify the decision of the Director within (2) two school days from hearing the appeal.

c. The Superintendent's decision may be appealed to the Board of Education within (5) five school days of such decision.

d. The Board of Education shall schedule a hearing within (10) ten school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:

1. Written notice shall be given of the time, date, and place of the hearing.

2. The student and/or parent may be represented through an attorney or another advisor.

3. Witnesses may be presented at this time. The student or his/her representative may question the witness testifying against the student.

4. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.

5. There may be present at the hearing: The Director, the Board of Education's attorney, and such resource person as the President of the Board of Education deems essential to proper adjudication of the case.

6. The Board of Education shall render a written opinion of its determination within (2) two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

7. All Board meetings are conducted in open session. The student or his/her parent/guardian may request the hearing be held in closed session.

V. EXPULSION PROCEDURES

The expulsion of a student from school shall be made to the Board of Education by the recommendation from the Superintendent. Such action is generally taken upon recommendation of the Director. The Director's recommendation shall be communicated to the Superintendent in writing signed by the Director and accompanied by the student's cumulative file. Except in cases stemming from overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:

1. The student shall be under suspension pending the recommendation of the Superintendent to the Board of Education.

2. The Superintendent's recommendation to the Board of Education shall be in writing. It shall include the essential elements that shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

3. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of the same to parent or guardian at least (5) five school days before the day of the hearing.

4. The hearing procedure shall follow that set forth in 6-d of the section titled Suspension and Expulsion

Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended expulsion or suspension may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

W. ATTENDANCE AND EXCUSES

To benefit from the primary purpose of the school experience, it is essential that each student maintains a regular attendance in all classes. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline, it is a relevant objective criterion that can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop those responsibilities and to maintain academic standards for earning credit.

1. One of the requirements for receiving credit is an acceptable level of attendance. "Acceptable" has been defined as: "regular" weekly attendance and obtaining a minimum of 20 hours of class time per week.

Students will need to attend in-person as much as possible, unless other arrangements are made with the instructors. Students will be required to do a minimum of 20 hours per week to maintain enrollment with Gratiot Continuous Learning Center. Students will be participating in a "sequential" learning type program, where a student will be working on one given class at a time and as you complete/pass one of the required classes, you will be assigned another class to meet the graduation requirements for the GCLC program completion. Students will be required to complete a minimum of seven(7) classes during a school year to maintain enrollment with GCLC.

Hours for the program vary for instruction, but an appointment can be made to talk with an instructor any day of the week when school is in session. Students are encouraged to show up daily for focus and instructional help with schoolwork. Students can also come in Monday through Thursday for in person class attendance requirements from 7 am to 5:30 pm and Friday from 7:00am to 4:00 pm. Teacher contact will also be maintained during other time frames with virtual meetings or contact in some fashion.



GENERAL INFORMATION

X. GUIDANCE PROGRAM

The GCLC staff offices are open during normal school hours. Information on: careers, jobs, schools, and training opportunities are available for students, as well as a lot of other important and relevant information to help students and families be successful.

The school staff will talk with students and parents about school programs or problems, career and educational plans, and personal decisions such as dropping out, pregnancy, family difficulties and will be helpful to students and families in general. Students will be encouraged to utilize the local Alma Michigan Works! services for employment and other services.

Applications for college, trade schools, and social agency referrals may be made through the GCLC office and teaching staff.

Y. COMPUTER/INTERNET/TECHNOLOGY

Use of the School District's education technology is limited to legitimate educational purposes to support and enhance the School

District's curriculum and in a manner which is consistent with the School District's mission statement. The following uses are strictly prohibited and may subject the offender to restriction, suspension or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include but not be limited to:

1. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
2. Unauthorized transfer, deletion, or duplication of a file.
3. Unauthorized use of another individual's identification or password.
4. Unauthorized access to telecommunications files or facilities.
5. Use of computing facilities that interfere with the work of another student, faculty member, or school official.
6. Use of computing facilities to draft, send, or receive inappropriate communication including but not limited to, communications which are indecent, obscene, profane, vulgar, threatening or otherwise prohibited by law.
7. Use of computing facilities, including telecommunications facilities, to interfere with the operation of the School District's computing system.
8. Violation of copyright, trademark trade secrets or licensing agreement.
9. Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.
10. Use of computing facilities to interfere with the normal operation of the School District's computing system.

Users are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.

MISCELLANEOUS INFORMATION

AGE OF MAJORITY

Students who are 18 and older may have the same privilege as their parents/guardians to access their educational records. They may also represent themselves in disciplinary matters and receive their own grade reports. Information pertinent to the student's progress at school will continue to be sent to parents of dependent adult students, as defined by the IRS code.

USE OF FACILITIES

Students are not to use any room or equipment in the school without adult supervision.

USE OF TELEPHONE

If it is necessary to use the school telephone, the student should first obtain permission from the office. Personal business is not to be conducted over the phone.

DISTRIBUTION OF LITERATURE

The principal or designee shall regulate distribution of non-school sponsored material, so that the educational process will not be disrupted. The display or distribution of certain written materials that subject a student to discipline include, but are not limited to, materials determined as:

1. Causing a material and substantial interference to the educational environment.
2. Obscene to minors or containing indecent or vulgar language.
3. Defamatory or libelous.

4. Invading the privacy of another person.
5. Offensive to a person's race, religion, ethnicity or gender.
6. Encouraging illegal activity or violation of school rules.
7. Promoting a product or service not permitted for minors as a matter of law.

MEDICATIONS

Students who are under the care of a medical professional and need to take medication during the school day must contact the Director. Information will be collected concerning the following:

1. The student's name, address, and phone number of the medical professional. Confirmation by the parent/guardian that student is under medical professional supervision.

2. The type of medication to be taken. Only two weeks of the medication will be allowable. The medication must be in the original container and have the name of the pharmacy, doctor, type of medication, and the time medication(s) are to be administered.

3. There will need to be two staff present during the administration of the prescribed medication.

*Any medication defined as "Narcotics" is NOT allowed within the confines of the school premises without staff knowledge.

VISITORS AT SCHOOL

Visitors are **NOT** allowed at school. Any visitor to the building is first required to check with the teacher or other staff member present and obtain permission to be in the school. Visitors are discouraged from a regular pattern of attendance.

FIRE DRILLS

1. Directions for fire drills are posted in a visible area near the door to each room, and procedures will be discussed with students.

2. Upon notification of staff, students should file out to the designated exit in an orderly manner and assemble 200 feet from the building. Students must remain in the area until the, "All Clear", is announced.

3. All doors and windows must be closed and lights are to be turned off.

4. Attendance will be taken when everyone is outside the building.

TORNADO DRILLS

1. Tornado Watch -- school will continue in normal session.

2. Tornado Warning -- students will go to assigned sheltered areas.

3. Everyone will stay in the building as long as the warning is in effect.

SEVERE WEATHER

In case of severe weather, students should check the following radio and TV stations:

WMMQ - Lansing ---------- 94.9 FM

WCFX - Mt. Pleasant ---------- 95 FM

WFMK - Lansing ---------- 99.1 FM

WNEM TV5 5---------- Channel 5

If Alma Schools are closed or delayed due to severe weather, the GCLC program at the Alma location will be closed/delayed. If Ashley Community Schools are closed or delayed due to severe weather, the GCLC program at the Ashley Community Schools location will be closed/delayed.

SEXUAL HARASSMENT POLICY

Sexual harassment of student or employees by other students or by employees of this District is unlawful under both Michigan and Federal law, and is contrary to the commitment of this District to provide a stable learning environment. The Ashley School District and Gratiot Continuous Learning Center will not tolerate any sexual harassment of students or employees.

Sexual harassment includes: making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

If a student or employee has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a student, or by a member of the public, the person should immediately report this concern to the building administration.

All such reports will be investigated immediately by the District. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school, if they are a student or termination from employment, if they are an employee.

It should be understood that this district is required by law to report child abuse to the Child Protective Service (CPS).

Normal procedure will call for escalating discipline measures for students to be taken, depending upon the severity of the situation. Generally, the following process will be followed:

1. A first offense will call a conference with the Director and/or the student's Counselor.

2. A second offense will call for: ISS, a second conference with the Director and contact made with the student's parents to inform them of a developing problem.

3. A third offense will call for an out of school suspension of (3) three days and continued parental contact.

4. Further offenses will call for escalating disciplinary measures up to and including expulsion.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report.

NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants and admissions and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ashley Schools are notified that Ashley Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in any of its programs, activities or policies. Any person having inquiries concerning the Ashley Schools' compliance with the regulation implementing Title VI, Title IX, the ADA, or Section 504 is directed to contact:

Superintendent Ashley Community Schools
104 New Street PO BOX 6
Ashley, MI 48806

Who has been designated by the Ashley Schools to coordinate the School District's efforts to comply with Title VI, Title IX, the ADA, or Section 504.

All board policies can be found on the Ashley Schools website.
https://www.ashleyschools.net/

Link for policies-BOARD POLICIES
https://meetings.boardbook.org/Public/Organization/2751

Link for-Policies forms for items below

Title VI, IX, 504 Grievance Form

Notice of Nondiscrimination and Grievance Procedure
Memorandum to Parents Regarding Policy on Drug-Free Schools
Notification to Parents Regarding Student Records
Notification to Parents on Blood-borne Pathogens
Request form to keep your contact information private

UPDATED 723/26 12:30 pm MYERS
Updated 06/18/2026 11:30 Breecher

Appendix A

Gratiot Continuous Learning Center-Acceptable Use Policy

Purpose

This living document is intended to provide students, parents, faculty and staff an understanding of Ashley Community School's-GCLC approach to technology in the classroom. Below are the guidelines that must be followed by anyone who intends to utilize school technical resources.

Introduction

Ashley Community Schools will provide accountability to academic achievement and instructional excellence through 21st Century curriculum, instruction, and assessment.

We Believe:

All students should be prepared for a global workplace. Therefore, we will equip our students with essential skills such as; effective communication, creativity, collaboration, and critical thinking.

- Teaching and learning does not end when the final bell rings. Teacher created content is available and accessible to students outside of class, which necessitates a device that can be used for both consumption and production of online content.

The devices we have chosen are appropriate for allowing students to become self-directed learners.

SECTION 1 - Cost of Damages

There are no upfront costs for access to technology. Students are considered responsible for any and all devices assigned to them. Including devices that are loaned to them for any temporary duration such as testing.

Students must pay any repair fees should a device become damaged while in their care for any duration.

Devices that are lost or stolen are also the sole responsibility of the student and will be held accountable for any fee for replacing the device.

Typical repair costs:

Screen Replacements = $75.00+

Charger and Cables = $50.00+

Whole Chromebook Replacement = $250.00+

Unpaid repair costs will accumulate on a student's permanent record.

SECTION 2 - Home Use

Student Device & Parent Handbook

We expect that our 1:1 program will help students to learn and maintain good digital habits that will last a lifetime. Any rules at home about computer use or Internet access should apply equally to your student's device. In addition, we encourage you to discuss appropriate uses of technology with your student. A device that goes home must be

treated as if it were still in school, and be used appropriately. Use of the device is a privilege. The Ashley Community School district owns the device and will loan them to the students as a tool to support their learning experience.

SECTION 3 - Handling, Care, and Transport

The device will come with a district provided Tag sticker. No other stickers or writing should be added to the device. Removal of any school Tags will incur the fees associated in its reattachment.

SECTION 4 - Cleaning the Device

Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean your device. Simply wipe the screen with a soft, lint-free cloth to remove oils left by hands. The ability of the screen's coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch
your screen.

SECTION 5 - Student Responsibilities Email

Devices should be charged each day. Students are responsible for any activities that take place on their device. They should not share passwords. Students should notify an administrator if an inappropriate or threatening email or message is received. Students will be required to return the device at the end of the year. All students in the GCLC program will be provided with a Google Gmail account for document sharing and collaboration purposes.
This email account is removed upon either graduation or voluntary/involuntary dismissal from ACS.

Student email addresses may be restricted to grade level access only to comply with the Children's Internet Protection Act (CIPA). Students will only be allowed communication between (teachers and staff) and gclcstudents.net Gmail accounts. If your child's grade level is restricted, you may not be able to email your child at that address.

SECTION 6 - Responsibilities

Acceptable Use Policies

1. Ashley Community Schools District is the owner of the device. All users shall not have any expectation of privacy while operating a provided device. This includes all data created, received or transported while using the device through technologies such as; email, network communications, internet use, video recording, and all other electronic interfaces. Therefore, all users understand that their use of the device can and may be strictly monitored, electronically or otherwise, by school district personnel at any time.

2. Users shall not install any software on the device or download any applications without the express prior permission of the school district's technology department.

3. Use of the device for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The school district upholds the copyright laws of the United States as they apply to computer programs or licenses owned or licensed by the school district. Such action is also governed by the school district policy.

4. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the device.

5. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the device.

6. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access school district technology resources and computer systems. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use an account that has been logged in under another user's name. Users shall immediately notify the school district if a security problem is suspected or identified.

7. Users shall not use the device for purposes other than for school district-related business. The device shall not be used for illegal activity, for-profit purposes lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass emailing, discriminating remarks, or obtaining or sending obscene or pornographic material.

8. Users shall not use the device to harass or intimidate.

9. Each user shall be responsible for any and all damages to the device resulting from their deliberate or willful acts.

10. Users shall report any problems or malfunctions with the device to the main office within one school day of detection of the problem. The glass from a broken screen is very sharp and can be dangerous, left uncared for it can also damage the inner workings of the device.

11. The school district may, at any time, make determinations that particular uses of the Internet and technology resources are not consistent with the goals or mission of the school district and prohibit such uses.

12. Users shall not play video games, visit chat rooms or otherwise use the device for non-academic purposes while at school.

13. The school district in its sole discretion reserves the right to terminate the availability of the device at any time.

14. The school district reserves the right to:

a. Make determinations as to whether specific uses of the device are consistent with its goals, educational mission, policies and/or procedures;

b. Monitor and keep records of device and Internet use;

c. Terminate user's privileges to access and use the device and other school district technology resources to prevent unauthorized activity.

15. Failure to follow the policy, procedures, rules and regulations of the school district may result in termination of the user's privilege to access the device and other school district technology resources. In addition, the user may be subject to other disciplinary or legal action.

16. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's use of the device.

17. All school district policies and procedures, including the Student Handbook, apply to the use of the device and Google account.

18. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the device during the school day.

19. Each teacher has the discretion to allow and regulate the use by students of their device in the classroom and on specific projects.

20. Students may use their device only for the purpose of accessing materials that are relevant to the classroom curriculum.

21. The school's network filters will be applied to the device's connection to the Internet and other technology resources.

22. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with School District policies and procedures.

23. Use of the device is prohibited in the following areas/situations:

a. Locker rooms

b. Bathrooms

c. Any private areas used for the purpose of changing clothes.

d. Any other areas as designated by administration

24. Students shall not use their device to cheat on assignments or tests.

25. Users shall not print from their device to school district printers without the prior authorization of school staff.

Disclaimer: The school district will make every effort to provide appropriate technology resources, however, the school district makes no warranties of any kind, whether expressed or implied, for the device and district-provided Google account. The school district shall not be responsible for any damages incurred by a user of the device, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In no event shall the school district be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the device or Google account, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

SECTION 7 - Parent/Guardian Responsibilities

Parents should monitor all activity on their student's Gmail account. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Make sure that the device is used primarily by the student.

It is recommended to have wireless internet available at home because the devices do not have word processing software installed on them.

Technology & Instruction

SECTION 8 - School Responsibilities

Ashley Community Schools (ACS)-GCLC will provide Internet and email access to its students in kindergarten-twelfth grade while on school property and provide Internet filtering at all times. Through the use of Google Applications (Apps) we will provide cloud-based data storage areas. These will be treated similar to school lockers. ACS reserves the right to review, monitor, and restrict information stored on or transmitted via ACS District owned equipment and to investigate inappropriate use of resources. ACS District will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

SECTION 9 - Google Account

Ashley Community Schools-GCLC uses Google as a service platform so that students have more learning opportunities than ever before. Students will have access to their school provided Google Account at any computer that has an internet connection.

Applications available to students include but are not limited to:

Gmail

Google Docs Google Sheets Google Slides

Google Drive

Students should practice data preservation by always saving important school work to their Google Drive. For example, pictures that are downloaded from the internet that are used for school projects should be saved.

In the event that a device must be reset or is damaged beyond repair any data that is directly downloaded and not saved to Google Drive will be lost. ACS is not responsible for any loss of student created data and is not required to retrieve or recreate such data.

All devices are tracked in a monitoring system and checked out to the student user.