

**Goodland Community Learning Center (GCLC)**  
**Goodland Virtual Program (GVP)**  
**Diploma Completion Program Student Handbook**  
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### **GENERAL INFORMATION**

This information is designed to answer most of the questions you might have about the Goodland Community Learning Center (GCLC). The requirements of the program are:

1. Your full commitment
2. Good attendance
3. Excellent work habits
4. Cooperation with other students and the instructors
5. Appropriate behavior (dress, speech, & conduct)

The GCLC/GVP staff have very HIGH EXPECTATIONS for all students in the program, and we will assist you in reaching your goals as quickly as possible. Your classes will begin following enrollment.

Remember that you are not getting a “watered down” education in this program. You are being given the opportunity for an excellent education that is being delivered in a non-traditional format. Because we serve a smaller number of students in comparison with public school systems, we are committed to different ways of teaching students who have not found success in the past.

GCLC is for adult students 20 years or older who want to receive a high school diploma, **not** a GED. The GVP is for current Goodland Jr-Sr High school students, 19 years and under, needing a nontraditional means of acquiring a high school diploma. You must meet the graduation requirements of the State of Kansas and Goodland High School, District 352. All previous transcripts will be reviewed and you will be credited with courses already taken and passed. At the completion of your required credits, you will receive a USD 352 High School Diploma.

### **TRANSPORTATION**

Neither Goodland Community Learning Center nor the sponsoring district is responsible for providing transportation for our students.

### **DAYCARE**

No daycare is available or provided. However, we understand the limitations of raising child(ren), working, and going to school. We ask that you visit with the staff PRIOR to bringing your child(ren) with you, and to use this option sparingly as to not interfere with your progress in the program or distract others around you.

## ATTENDANCE

Attendance and dedication are extremely important in this type of program. Students who attend regularly have a higher rate of completion! Historically, successful ADULT students have at least one thing in common – they attend a **minimum of 3 hours a day, 3 days a week**. If you are not attending the Learning Center, you should be online and completing course work the same amount of time - a **minimum of 10-15 hours a week**. NOTE: High school students 19 and under enrolled in the virtual program are required to complete 25-30 hours a week. The GCLC/GVP uses Odysseyware Online Learning for its curriculum. Odysseyware lessons, assessments and instructional tools are designed to equip learners with resources for academic success, incorporating a mix of grade-appropriate text, direct instruction videos, learning activities and games. Odysseyware lessons also integrate numerous instructional supports to address diverse learning styles and allow ongoing collaboration between learners and teachers. Most of the necessary materials will be provided through the online course program. If there are supplies you need to complete projects, please notify the instructor.

In addition to regular attendance, the state requires that students age 19 and under attend two “count days.” These days students **MUST** be ONLINE for 6 hours each day. Typically, the first day is BEFORE September 20/21, and the second day is AFTER September 20/21 but BEFORE October 4/5. Failure to complete these required days could result in immediate TERMINATION from the Virtual Program for the remainder of the school year. Students age 20 and over are not required to attend these days. Please see the staff if you have questions or concerns.

## BREAKS

You are allowed to take breaks to stretch, use the restroom, or get a snack, at your discretion. Soft drinks and food do not mix with the computer. Therefore, please keep food and liquids at the tables rather than at the computer stations. If you do have snacks, it is your responsibility to clean up after yourself. If you are visiting with others while on break, you need to keep the noise to a minimum.

## GRADES

Grades in most classes will be indicated by your performance on the assignments and computerized quizzes and tests through the software. This program is based on mastery of the information in the course. The important factor is YOU know it and understand it. You will be expected to complete these lessons individually. Cheating and plagiarism will NOT be tolerated in a program of this nature. (i.e. Do not copy and paste information to documents and submit work as your thoughts and ideas. Include bibliography to document the source of information you use.) Access to the internet is provided for completion of the assigned classes. You are to use this information to assist you in completion of course requirements. Instructors reserve the right to refuse assignments if we believe you have copied or used methods other than your own to complete required assignments. Students may be terminated from classes, the Learning Center, or Virtual Program for the remainder of the school year for any violation of academic integrity.

## TESTING

Everyone attending GCLC may be required to take post-assessment tests for the majority of the courses we offer. **Adults may be required to come to the Learning Center to take the Final Exam for each course.** (Some exceptions may be made. However, please check with staff.). **GVP students will be required to take ALL exams at the Learning Center.** You have the ability to be successful, but only you can achieve that success. **ONLY YOU CAN TAKE CREDIT FOR IT.** We are here to help, motivate, and encourage you. If you take shortcuts, you will hurt yourself because you will not have gained the knowledge for success on the respective final exam.

Students 19 and under may be required to take the Kansas State Assessments in the spring. You will be notified of these tests and dates as they become available. Failure to participate may result in immediate TERMINATION from the Learning Center or Virtual Program.

## SCHEDULING

For ADULT learners, the number of classes you take at any one time depends on you. Typically, you will be enrolled in 2-3 classes at a time. This program allows you the flexibility to work at your own pace and concentrate on the class you prefer each day. You and the instructor will work out an appropriate schedule for you. Progress in courses will be monitored by Learning Center staff to ensure students are on track to meet their academic requirements. If after contacts from the instructor the student continues to not meet requirements, he/she will be deactivated and must re-enroll.

Virtual high school students (GVP) will be enrolled in 6-8 credits per school year, or approximately 3.0-4.0 credits per semester. Students not completing assignments as scheduled OR not attending classes a minimum of 25 hours each week will be placed on probation. A 2<sup>nd</sup> failure in either incomplete work or attendance will result in immediate action (truancy report filed), suspension, or termination from the virtual program.

## TRANSCRIPTS

Grades or Pass/Fail for completed classes will be posted on transcripts at the end of each semester. Upon completion of all graduation requirements, the student's diploma will be reviewed and awarded to the student at a USD 352 Board of Education meeting, if possible. No other formal graduation ceremony will take place. GVP students have the option to graduate and attend the graduation ceremony in May with his/her peers. Should the student need a copy of his/her transcript, please call or visit the student records office at the Central Administration building.

## CLASSROOM GUIDELINES

If students choose to work at the Learning Center, general classroom rules will require that students:

1. Come prepared to work with all necessary materials: notebook, pen or pencil, headphones, or calculator, if necessary. Headphones may be needed to hear audio/video presentations during the lessons.
2. Follow the classroom procedures expected by the teacher.
3. Respect the rights and property of staff, students, and school.
4. Drugs, alcohol, and smoking are NOT permitted on school property.
5. The GCLC is not responsible for valuables or money brought to the classroom.
6. The learning center telephone is only for emergencies. Please tell your family, workplace, and friends only important messages will be conveyed to you. If you need to use your cell phone, please do so quietly or move to the hallway.
7. All visitors to the Learning Center must be pre-approved. We like to meet your friends and family, but the staff cannot meet your educational needs if they are visiting with others. Please visit with the staff PRIOR to bringing your child(ren) with you.
8. Dress appropriately for school and the Learning Center. Please avoid clothing that advertises alcohol or tobacco products, exhibits obscene language, or is excessively suggestive.

### **CLASSROOM CONDUCT**

Respect for yourself, your classmates, and the property of others is paramount to this program. Teacher help, peer tutoring, and cooperative learning are encouraged quietly. This means that if you have a question, it is permissible to ask someone close to you for help, especially if the instructor is not readily available. Staff members are here to help you choose those behaviors that are appropriate for this classroom setting so you can achieve your highest potential. The atmosphere should be enjoyable for everyone. We also ask that you keep the computer area clean and free of any damage. If you notice a problem in a computer area when you come to class, please let the staff know immediately. Working quietly is a necessity for this type of classroom. When you need to ask the staff or fellow student for help, do so quietly and get the information you need, then continue your studies. All of the above can be summed up in one sentence. Your conduct in this program should not create a problem for you or anyone else. As long as you abide by this simple common-sense rule, everyone – including you – will be happy and successful.

### **ACCEPTABLE COMPUTER USE**

The use of the GCLC and USD 352 school district's technology resources is a privilege, not a right. The privilege of using the technology resources provided by GCLC, GVP, and USD 352 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at GCLC, GVP, and USD 352. Adult learners may use computers at the Learning Center. Virtual high school students may checkout an iPad. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated, access to the GCLC/GVP/school district technology resources may be denied, and appropriate disciplinary action shall be applied.

**Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

For Goodland Virtual Program students:

## 1. RECEIVING YOUR iPad & iPad CHECK-IN

### 1.1 Receiving your iPad

iPads will be distributed at the beginning of each school year. Parents must acknowledge receipt of the agreement through the online enrollment process and pay the technology fee, or by coming in the school office and signing the agreement in person. Students must sign and return the Student Pledge documents before the iPad can be issued to the student.

### 1.2 iPad Collection

1.3.1 Individual school iPads and accessories must be returned at the end of each year.

1.3.2 Students who withdraw, are suspended or expelled, or terminate enrollment at USD 352 for any other reason must return their individual school iPad on the date of termination.

1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD 352, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with law enforcement.

## 2. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS

### 2.1 Technology Fee

Students will be charged a technology fee at the time of enrollment. This fee is set to cover the cost of district purchased apps for students use in the classroom and other related expenses.

### 2.2. Accidental Damage

Students will pay an initial \$75 damage fee in the event the iPad is accidentally damaged for the first time and is deemed in need of repair by the tech department. The second offense rises to \$100, and the third will be \$150. After the third damage claim the district will have a separate written arrangement with the parent and student for use of the iPad.

## 3. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the office immediately for an evaluation of the equipment. As well, if a student loses their iPad, it is critical that the office be notified immediately so we can assist in finding it before the battery runs out.

### 2.1 General Precautions

2.1.1 The iPad, case, charger, and adapters are school property and all users will follow this policy and the USD 352 acceptable use policy for technology.

2.1.2 Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.3 The iPad and charger must remain free of any writing, drawing, stickers, or labels that are not the property of USD 352.

2.1.4 The iPad case must not be written on, defaced, or damaged. Removable stickers that help identify the iPad will be allowed as long as they are removable.

2.1.5 iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students will have the same iPad for the life of the iPad.

### 2.2 Carrying iPads

2.2.1 A protective case has been purchased by the district to protect the iPad. Students must keep the iPad in this case at all times whether at school or home.

### 2.3 Screen Care

- 2.3.1 The iPad screens can be damaged if subjected to rough treatment.
- 2.3.2 Do not put unnecessary pressure on the top of the iPad.
- 2.3.3 Do not place anything in the carrying case that will press against the cover.
- 2.3.4 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.5 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

#### 4. USING YOUR iPad for SCHOOL

iPads are intended for school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad.

USD 352 believes strongly in technology integration as part of every student’s education in our school system and therefore the iPad is part of a student’s daily supplies, no different than a textbook, pen, paper, etc. Use of technology is part of our curriculum in USD 352.

##### a. Screensavers/Background photos

Students will have the ability to customize their iPad (screen background). Appropriate media will be used.

b. Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval.

##### c. Printing

Students should talk to their teachers about the need to print and printer availability.

##### d. Home Internet Access / Printing

Students are allowed to connect additional wireless networks on their iPads.

##### e. Storage

In the event storage space becomes an issue on the individual iPads, student’s personal music, photos, and videos will need to be deleted.

#### 5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Students should regularly save work and back-up data to the digital storage as recommended by the school. Failure to do so could result in loss of files/student work if the iPad must be re-imaged or restored to factory settings. It is the student’s responsibility to ensure work is not permanently lost.

5.2 Limited storage space is available on the iPad. Students will need to remove non-school-related media and files if space needs to be freed up on the device.

#### 6. SOFTWARE ON iPads

##### 6.1 Originally Installed Software

The applications originally installed by USD 352 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

##### 6.2 Procedure for re-loading software

The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

##### 6.3 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates.

These regulations apply to ALL devices provided by the GCLC, GVP, or USD 352:

#### 7.1 Parent/Guardian Responsibilities

7.1.1 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. Parents should establish ground rules for iPad use outside of the school day.

7.1.2 Computers or an iPad, regardless of location, is filtered through the schools' management system.

#### 7.2 School Responsibilities are to:

7.2.1 Provide internet and email access to its students

7.2.2 Provide internet filtering.

7.2.3 Provide network data storage. (These will be treated similar to school lockers. USD 352 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 352 owned equipment and to investigate inappropriate use of resources.)

7.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

7.2.5 Provide user accounts for free information storage in cloud-based applications.

7.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

#### 7.3 Students responsible for:

7.3.1 Using computers or iPads in a responsible and ethical manner.

7.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.

7.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

7.3.4 Helping GCLC/GVP/USD 352 protect our computer system/device by contacting an administrator about any security problems they may encounter.

7.3.5 Monitoring all activity on their account.

7.3.6 Securing their computer or iPad after they are done working to protect their work and information.

7.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

7.3.8 Their iPad. If damage as a result of being damage while loaning to another student or getting damaged because of being left unsupervised are example of it still the student still be responsible for their iPad and any damages that might result.

#### 7.4 Student Activities Strictly Prohibited:

7.4.1 Illegal installation or transmission of copyrighted materials.

7.4.2 Any action that violates existing Board policy or public law.

7.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

7.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

7.4.5 Changing computer/iPad settings in an effort to circumvent the filtering system.

7.4.6 Spamming-Sending inappropriate emails.

7.4.7 Gaining access to other student's accounts, files, and/or data

7.4.8 Vandalism to your iPad or another student's iPad or computer

7.4.9 Cyberbullying, whether at school or away from the school. It is a school issued device and cyberbullying will not be tolerated.

#### 7.5 Student Discipline:

If a student violates any part of the above policy, board policy, or USD 352 handbook policy, he/she may be subject to the following disciplinary steps:

7.5.1 Student will check-in/check-out their iPad from the office daily.

7.5.2 Loss of iPad while being required to complete coursework.

7.5.3 Disciplinary/Legal action as deemed appropriate.

#### 8. SCHOOL RIGHTS:

9.1 USD 352's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 352. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect a computer, mobile device, application, or peripheral device associated with any or all USD 352 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 352 technology.

9.3 USD 352 reserves the right to define inappropriate use of technology.

#### **DISCIPLINARY GUIDELINES**

The Goodland Community Learning Center/Goodland Virtual Program exists to serve students in need of a high school education, and certain inappropriate behaviors will not be tolerated. The staff reserves the right to take necessary action to ensure the safety of students and instructors. Police will be called if necessary.

The following behaviors could result in complete expulsion from the Community Learning Center or Virtual Program:

1. Committing or threatening physical harm
2. Destroying or damaging property
3. Abusing internet privileges
4. Refusing to work
5. Engaging in behavior that prevents others from working
6. An inappropriate behavior which results in police action
7. Fighting
8. Drug or alcohol use
9. Any illegal activity on school property
10. Chronic behavior problems

#### **SCHOOL CLOSING INFORMATION**

Whenever the public school (USD 352) is closed for bad weather, the Learning Center will also be closed. We will observe the same holidays and vacations as the Goodland School District. If you would like to view the school calendar, please visit the school website at [www.usd352.org](http://www.usd352.org).

#### **SUMMER**

Adult students may request class work for the summer. The coordinator needs this request in writing (letter or email) by the first of May to have lessons ready. At the end of summer (August



1st), ALL students will be deactivated until the student re-enrolls. Enrollment will take place at the Learning Center during the same times as USD 352 enrollment. These dates and times will be published on the USD 352 website, Goodland Star News, and the GCLC Facebook page. All coursework for Virtual high school students must be completed by the end of each semester as set in the USD 352 district calendar. Summer school options may be considered for students needing to recover courses on an individual basis.

### **OTHER**

This policy will be reviewed annually and changes made when necessary. By signing the enrollment form, the student is agreeing to all policies and procedures stated in this handbook. Failure to abide by these components of the student contract will result in being placed on academic probation, suspension, or termination from the Goodland Learning Center or Goodland Virtual Program.