

The Global Institute of Lansing

Student Handbook

Our mission is to provide appropriate educational options for adult refugees to complete high school and earn a diploma in an atmosphere of peace, respect, encouragement, and inspiration.



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Enrollment

- Students may apply to GIL at any time, however, new students will only be enrolled during September and February (if space is available) of a given academic year.
- In order to enroll, a student must complete an application and provide an official transcript from any high school they attended in the United States.
- Prior to enrollment, each student is required to pay a \$100 program fee. This program fee is non-refundable.
- After being dropped from GIL, a student is allowed a second chance to re-enroll, but will be required to again pay the \$100 program fee again.
- If a student drops from the program for a second time and wishes to enroll for a third time, the student will be required to pay the entire tuition amount at the current rate (subject to change).

Attendance

- GIL has a variety of class hours available. You are expected to be in class as much as possible. It is possible the class schedule may change throughout the year and all students will be notified of any change in hours.
- If your work schedule or another commitment does not allow you to be in class every day, you will need to provide your alternate schedule to the teachers so they can plan accordingly.
- If you are going to be absent from class, please call or text 517-488-5342 to report your absence.
- If you do not attend class for one month without any notification, we will assume you are no longer coming to class and you will be dropped from the program.
- If you do not successfully complete at least one course per month, you may be dropped from the program.
- You are expected to graduate within 2 years of enrollment. If you need more than 2 years, a written agreement with a specific plan of action will be made, pending approval of the Executive Director.

How GIL Works

1. The first two weeks you attend GIL will be your introductory period. Once we see your commitment to attending class regularly and when your deposit has been paid, you will be officially enrolled in James Madison High School through Ashworth College.
2. You will be required to successfully complete 24 credits in order to earn your high school diploma. If you have attended any high school in the United States, please provide an official transcript as the courses you have already completed may transfer and count towards the 24 credit requirement.
3. Once you are enrolled with Ashworth College, you will receive a login ID and password to access your on-line account. You will be able to see what courses you have completed, what still needs to be completed, access textbooks, complete homework assignments, and take tests and quizzes.
4. We only have a few textbooks for each course, therefore, students will not be allowed to take any textbooks home. If a student would like to study at home, he/she will have to access the on-line textbook in his/her account.
5. Students will only have a maximum of 2 classes open at a time to complete. Once a group of 2 classes has been completed and passed, then the next group of 2 classes will be opened.
6. You will be given a course sheet that shows the groups of classes you will be required to complete and pass. You must do all lessons in order and complete the readings and assignments before you take any quiz or test. You must complete Part 1 before starting Part 2.
7. You are only given 2 attempts and any test or quiz. You must score at least a 60% to pass any test/quiz. If you take a test a second time, the highest score will be recorded for your final score.
8. Once a test or quiz has been opened on the computer, you must take it because it is a timed test. If you close a test without completing it, you will receive a "zero" grade for that test. Do not open any test or quiz until you are completely ready to take it.
9. All tests and quizzes must be taken at school. You may study at home, however, you may not take any tests or quizzes at home. If you do not follow this rule, your password will be changed and only a teacher will log you into your account at school.
10. Your overall grade for any course must be at least a 65% to pass the course. You will not receive a second chance to take a course over if you fail it. Failure of a course will result in you being dropped from the program and not receiving your diploma.

Academic Honesty Policy

We strive to offer a top quality program with high expectations for all our students. It is imperative that all students complete their own work and do not plagiarize or cheat in any way.

Plagiarism - The act of using someone else's words, ideas, or word and pretending they are your own.

Cheating - To behave in a dishonest way in order to win or get an advantage.

Students must abide by the rules of GIL and Ashworth and will be required to sign an Academic Honesty statement prior to submitting any written work. Any student found plagiarizing or cheating will have to accept the consequences set forth by Ashworth and/or GIL, which may include an academic warning, academic probation, or academic dismissal.

Behavior Expectations

- Please be on time! Do not come and go as you please. This is very disruptive to the classroom.
- Do not use your cell phone during class. Keep it on vibrate if you are expecting a call and if you need to answer it, please step out into the hallway or outside.
- Children are not allowed to attend class with you.
- Smoking is only allowed in designated places in the parking lot. If you do smoke, please clean up after yourself and do not leave cigarette butts on the ground.
- Food and drinks are not allowed around the laptops at any time. You may bring something to eat or drink, but it must remain away from all laptops. A refrigerator is available in the classroom to store food items. Please put your name on your items and do not take other people's items. Please take leftover food home with you as space is limited in the refrigerator.
- Please pick up after yourself and leave the classroom and computer lab looking as clean as it did when you arrived.
- All areas of the church are weapon free zones. Do not bring any form of weapon to class with you.
- If you will be driving to class, you will be given a parking pass sticker. The parking pass must be displayed on the upper left corner of your windshield when you park here. If you lose the sticker, you will need to pay \$5 for a replacement sticker. All parking stickers must be returned upon graduation or leaving the program.
- You will be given a flash drive to save all your work. Please do not save any work directly to the computer at school. Headphones will be provided when you need to watch a video for your class, or you may bring your own. You will only be given one flash drive and if you lose it, you will not be given a second one.
- Please make sure to inform the GIL staff anytime your phone number, address, or email address changes.
- The GIL classroom is like a family and we expect everyone to respect each other and their belongings. Anyone who causes damage to the church's property and/or GIL property or takes personal belongings from anyone may be asked to leave the program.