Virtual Learning
STUDENT HANDBOOK
2023-2024

HORNETS FROM HOME

Program Overview

Vision

Our vision for Central Montcalm is for students to receive a high quality education that meets their academic, social/emotional, and post-secondary goals.

Beliefs

- Student-centered virtual instructional program using an innovative, rigorous, and aligned curriculum.
- Learning environment that best meets the needs of students at various points in their education. This includes in-person and virtual learning environments.
- Flexible scheduling that fits the needs of students or their families.
- Highly qualified teachers to support, inspire, and care about students and their families.
- Empower students to achieve their educational goals through flexible hands-on education building on their strengths and areas of interest.
- Targeted supports using data-driven resources to monitor, provide timely feedback, and re-evaluation levels of service on a consistent basis.

Qualities of a Virtual Learning Student

- Personally committed
- Self-motivated
- Manages time effectively
- Demonstrates effective communication skills
- Appropriate technology skills
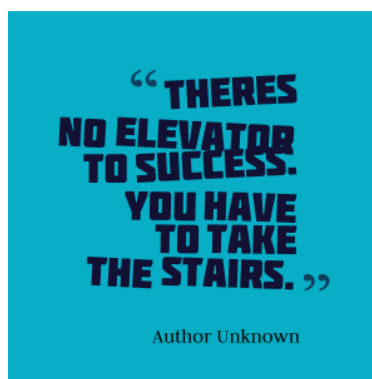
Application/Enrollment

Application

- Complete the online Virtual Learning application via Google Form
- Once the district receives the application, staff will make contact with applicants to review applications, communicate placement and review expectations
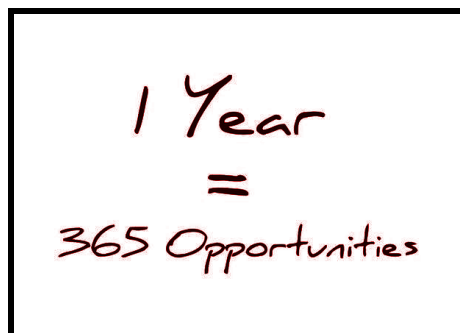- Download and read the Virtual Learning Student Handbook

Acceptance

- You will receive an email reviewing next steps including documents to sign in FinalForms and how to get a Chromebook if one is needed
- Review of courses/credits and creation of schedule
- Parent/guardian and student meet with assigned Virtual Learning Coordinator

Textbooks, Equipment, and Supplies

Edgenuity account and Chromebooks needed to participate in Virtual Learning will be provided by Central Montcalm Public Schools.

District Calendar

Virtual Learning will follow the Central Montcalm district calendar. When a student is enrolled in a semester course, the student has the remainder of the semester term to complete the course unless otherwise stated. If the student is not able to work on classes for any reason, the student, parent, teacher, and coordinator will need to meet to discuss a plan for the student.

1 Year
=
365 Opportunities

Student Attendance Policy

Students need to check their school emails daily.

Students will be expected to work 45 minutes per course per day or 4-5 hours per week per class they are enrolled in (e.g, 6 courses = 24 hours per week). Hours may be completed at any time during the day and any location they have internet access.

Students who complete the minimum number of hours may find it necessary to work additional time in order to stay up-to-date on their progress.

If students do not meet the time/attendance requirements and fall behind in their coursework they will receive a non-compliance notice and the following plan will be followed:

- **1st offense**:   student meeting with district mentor
- **2nd offense**: student and parent meeting with district mentor and program coordinator, plan of improvement will be developed
- **3rd offense**:   student and parent meeting with district mentor and program coordinator, administrative referral, plan of improvement with required attendance plan
- **4th offense:**   exit plan from the program

Students who do not follow through with the assigned plan of improvement would face further disciplinary action and could be filed as truant.

Students are expected to participate in 2-way communication with the virtual learning coordinator at least twice a week. This can be done via email, phone, face to face or virtual meeting. Students who fail to meet this requirement may be dismissed from the program. These communications count for the student's attendance.

- Two 2-way communications per week = 0 absences/week
- One 2-way communications per week = 2 absences/week
- Zero 2-way communications per week = 5 absences/week

There may be mandatory attendance in virtual meetings at scheduled times. These may be one on one with a teacher/mentor, or in a group. Students will need to be visible so cameras must be turned on for the duration of the meeting. We will use the Google Meet function located in the Google Classroom to join.

Attendance Exceptions

When the school week is shorter due to holidays, early releases, snow days, etc, student hours will be reduced. Please follow the schedule below:

	4 days/week	3 days/week	2 days/week	1 day/week
6 courses	18 hrs	13.5 hrs	9 hrs	4.5 hrs
5 courses	15 hrs	11 hrs	7.5 hrs	3.75
4 courses	12	9	6	3
3 courses	9	7.5	4.5	3
2 courses	6	4.5	3	1.5
1 course	3	2	2	.75

Students are encouraged to continue working even when not in session.

Mandatory In-Person Reporting Days

There will be some mandatory reporting days for students when they will be **required** to attend school in-person.   State and local assessments are some examples. Students will be made aware of mandatory dates ahead of time through announcements and emails to their school accounts. Parents/guardians will also receive emails to the account on FinalForms, please make sure they are up to date.

"COMMUNICATION WORKS FOR THOSE WHO WORK AT IT."

JOHN POWELL

Ⓡ Lifehack Quotes
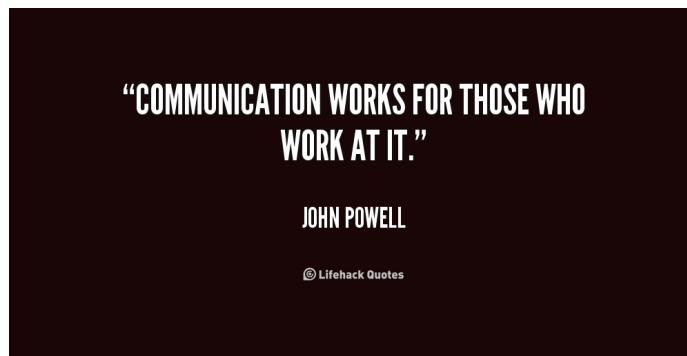
Parent/Guardian Responsibilities

Parents agree to their child being enrolled in a virtual program. This agreement can be found in FinalForms. Parents are also making a commitment to do the following:

- ❏ Monitor to ensure that the student is making adequate weekly progress
- ❏ Will inform the school of absences or technology issues their student may be having
- ❏ Will set-up student's daily/weekly schedule and will provide an adequate learning space for their child to work.
- ❏ Keep parent/guardian email address and phone number current in FinalForms for easy communication.

Accessing Courses

Student will access courses through Edgenuity at
https://auth.edgenuity.com/Login/Login/Student

Parents/guardians will access Edgenuity at
https://auth.edgenuity.com/Login/Login/Family

Students will receive notification by email when enrolled in the system. This introductory email will include the student's login username and password along with the system URL. General program guidelines and a welcome video will be available.

If students or parents/guardians have technical difficulties, they can contact Edgenuity at 888-866-4989 option 2. Edgenuity also has a Live Chat option for support.

Student Contact Policy

Our primary goal is for all students to have a successful virtual learning experience. This means that all parties need to communicate on a regular basis. Students must continually communicate to be successful in online classes. Mentors/Teachers will communicate via phone call, email, or video chat with students at least twice per week and follow State of Michigan guidelines. Additional contact will be made with students, parents, teachers, school principals, and the program coordinator when students fail to participate in the course on a regular basis.

Academic Integrity and Ethics Agreement

Virtual Learning students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Each student is expected to verify that the work on each assignment is his or her own.
- Students may not plagiarize in any form
- No student may allow others to copy his/her work
- No student may misuse content from the Internet.

Integrity is doing the right thing even when no one is watching.

- C.S. Lewis
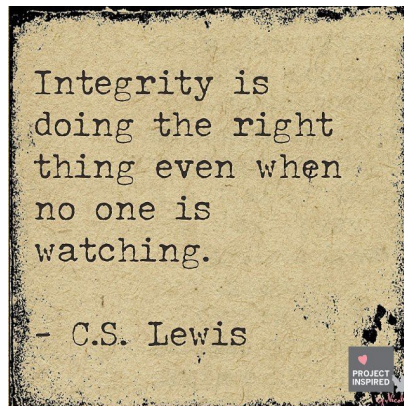
Plagiarism

What is plagiarism and why does it matter?
- Plagiarism is using other people's words, phrases, or ideas without giving them credit. Even if you put someone else's ideas into your own words you must still give them credit.
- Plagiarism can also take the form of copying the organization and/or sentence structure of another source.
- Plagiarism is intellectual theft and unethical. Many colleges and universities expel students who have been found guilty of plagiarism. Businesses have been known to file and win lawsuits against other companies for plagiarism. The point is-- do lots of reading and studying but then put all that knowledge into your own words and give credit when credit is due.

You need to document your sources in the following situations:
- When you use or refer to someone else's words or ideas from a magazine, books, newspaper, song, TV program, movie, website, computer program, or any other source.
- When you copy the exact words from a source.
- When you paraphrase or use someone else's words or ideas.
- When you copy or reprint diagrams, charts, illustrations, or pictures.

You do NOT need to document sources in these situations:
- When you write from your own experience, observations, or insights
- When you write about your own conclusions about a subject or event.
- When you are using "common knowledge" that can be found in several sources. An example of common knowledge is: "George Washington was the first president of the United States."

How to document sources in an assignment
- There are two widely used formats for citing a source: MLA and APA. Check with your teacher on which format they require.
- The following website provides guidance for both MLA and APA
  - Purdue Online Writing Lab - https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html

"You can avoid allegations of plagiarism through awareness and honest effort."

Netiquette

"Netiquette" is etiquette, or appropriate behavior and manners when engaged in an online setting (e.g., virtual course, webinar, virtual meeting chat, etc). When online, there are widely accepted rules and behaviors to follow. At times, being online can feel "pretend" because you cannot see the person you are communicating with. It is important to make a positive impression and to maintain that behavior as an online student.

How you interact and behave online is seen by both instructors and other students. Students MUST remember that they are dealing with real people online and they should use the same manners they would use in a traditional school setting. It is important to note that once students log into their Edgenuity accounts, all communications are recorded.

Below are some general netiquette guidelines to follow:
- Remember, there is a real person on the end of the computer program. Be kind!
- Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. Please use appropriate and respectful language. Kindness goes a long way.
- Think before you send or submit. It is illegal to create and/or send computer viruses. This violates the privacy of others. Never transmit or publish any information, software, or content that violates the rights of others.
- Be respectful. Only view files or other information intended for your use. If you are asked to post a reflection of your thinking and ideas on a particular topic, use respectful language and stick to the subject. Use complete sentences with proper grammar. Remember, writing in all CAPS reflects a yelling tone. Instead, use *italics* when you are trying to make a particular point.
- The internet is not private. Written information or pictures that are put on the internet will be on the internet (e.g., social networking sites, blogs, etc) forever.
- Many websites and pages are protected by copyright. Follow the terms and conditions of any website you access. Always cite the work of others that you use in discussions, conversations, and the course-work you submit.
- Keep all personal information about yourself and others private. This includes staff information. Do not share your full name, phone number, home address, email, age, etc.

BEFORE YOU

tHiNK

t = is it tRUe?
H = is it HeIPfUl?
i = is it inspiRing?
n = is it necessaRy?
K = is it KinD?

Course Requirements

Students in grades 6-8 will be enrolled in the following courses:
- English Language Arts
- Mathematics
- Science
- Social Studies (Geography, World History, U.S. History)
- 2 of the following electives
  - Introduction to Art
  - Introduction to Communications and Speech
  - Lifetime Fitness (PE)
  - Literacy and Comprehension (Reading Skills)
  - Spanish I
  - Online Learning & Digital Citizenship

High School Graduation Requirements

High School Students will follow the Michigan Merit Curriculum and district guidelines to Meet graduation requirements.

Subject	Credits	Subject	Credits
English Language Arts	4	World Language*	2
Mathematics	4	Physical Education/Health	1
Science	3	Visual, Performing, Applied Arts (Art, Music, Technology)	1
Social Studies	3	Electives	3
Total Credits Required to Graduate			**21**

* One World Language credit may be replaced by a visual, performing, or applied arts course or by a formal CTE program that is in addition to the one credit required in that category.

Grading Scale

The following grading scale will be used in every course in the high school.

94-100% A		73-76% C	
90-93% A-		70-72% C-	
87-89% B+		67-69% D+	
83-86% B		63-66% D	
80-82% B-		60-62% D-	
77-79% C+		0-59% E	

Virtual Learning Athletic Eligibility Criteria

The criteria listed below will be used to determine a student athlete's academic eligibility when completing coursework at home.

1.) Students must be on Target and have an overall grade of 60% or more in at least 5 out of 6 classes (We will use the AG, actual grade, to help determine this)
2.) Session Logs may also be used to determine if a student is logging in on a daily basis to complete coursework.

Central Montcalm Public School
Board of Education

1480 S. Sheridan Rd./P.O. Box 9 Stanton, Michigan 48888
Phone: (989) 831-2000 Fax: (989) 831-2010

www.central-montcalm.org

STUDENT CONTRACT AND PARENT PERMISSION
2023-2024

Central Montcalm Public Schools Virtual Learning is a means to offer students an opportunity to participate in online learning provided by the district. Virtual learning is a method of receiving academic instruction in courses in which the pupil is registered and the courses are taken through a digital learning environment. Virtual learning may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location, and pace of their education. Virtual learning includes, but is not limited to, online learning and computer-based learning, where the delivery of instruction may incorporate a combination of software, technology, and the Internet.

Because online learning represents a non-traditional learning experience, there are certain expectations for students participating in this format. This agreement is intended to present to students and their parents/guardians the standards expected in online learning courses.

As a student participating in Virtual Learning or required to participate in online learning due to school closure, I am aware that, in addition to the policies and requirements of my school/district, I am expected to comply with the following standards:

1. I understand that an electronic device (e.g., Chromebook) will be provided to me should I need one. I understand that this device is the property of Central Montcalm Public Schools and will be used in accordance with the [Central Montcalm Student Education Technology Acceptable Use and Safety Policy](#)

2. In order to be successful in an online learning experience, I understand that I should:
    a. Commit to working on my courses on a regular basis.
    b. Attend and participate in all group discussions and meetings as directed by the teacher.
    c. Schedule specific days and times as "school work" time.
    d. Ask for help when I need it.
    e. Communicate with my teacher and/or mentor by replying to emails, participating in virtual meetings, or answering phone calls.

3. I understand the following academic guidelines. I understand that if I am found in violation of any of the following, I may be subject to any disciplinary action that may be in posed by the school's disciplinary policy regarding school behavior.

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a. Code of conduct:

   i. I will contribute to a positive and fun learning environment.

   ii. Take credit for work that is mine and mine alone.

   iii. Use online systems respectfully and appropriately.

b. Academic Integrity:

   i. I will be honest, trustworthy, fair, respectful, and responsible.

   ii. I will adhere to high academic integrity and maintain that all work turned in is my own and is based on the knowledge and skills I have acquired.

   iii. Plagiarism and cheating are unacceptable. I will cite resources appropriately and will not use unauthorized resources on assessments.

4. I understand that regular attendance will be taken. The attendance policy for online learning will be:

- Two 2-way communications per week = 0 absences/week
- One 2-way communications per week = 2 absences/week
- Zero 2-way communications per week = 5 absences/week

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VIRTUAL LEARNING STUDENT CONTRACT
2023-2024

School District: _____   **School Building:** _____

Student Name: _____   **Student Grade:** _____

☐ I plan to attend Virtual Learning and complete all of my courses on Edgenuity. (**Do not** check if you are planning to attend school in-person)

☐ Please check here if you need a district provided Chromebook for Virtual Learning option.

I, _____ have read the **VIRTUAL LEARNING/STUDENT CONTRACT** and
           Student Name   agree to abide by the expectations outlined in the agreement.

I, _____ , parent or legal guardian of _____ give permission for his/her enrollment in district approved virtual/online course(s). I understand that my student will be enrolled in the courses as they are listed on my child's schedule in PowerSchool for the 2023-2024 school year.

_____   _____

Student Signature   Date

_____   _____

Parent/Guardian Signature   Date