

Zeeland Public Schools
2015 - 2016



Virtual Academy
Student Code of Conduct/Handbook



Virtual Academy

3333 96th Avenue, Zeeland, MI 49464 – 616.748.3137

Virtual Academy Student Handbook Supplement

Students and their parents/guardians should review the policies and procedures contained in this supplement and the Zeeland High School Student Handbook. A link to the student handbook can be found at: <http://zhs.zps.org>

By signing this form I acknowledge that I have read, understand and agree to the policies and procedures outlined. I also agree to abide by all rules including the district Internet/Network Acceptable Use Policy and the Academic Integrity Statement.

Student Name (Print)

Student Signature

Date

Parent Signature

Date



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2014 – 2015 Student/Parent Handbook

3333 96th Avenue
Zeeland MI, 49464

Telephone: 616.748.3137

Fax: 616.748.3198

Administration

Superintendent: Calvin DeKuiper

Director: Craig Greshaw

Mentor Teacher: Jason Maynard

Registrar: Donna Lyles

Counselors

East	Last Names	West	Last Names
Kim Petroelje	(A - E)	Linda Warren	(A – K)
Melissa Drnek	(F – K)	Dawn Collins	(L – Z)
Jason Maynard	(L – Z)		

Website: <http://www.zps.org>



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ZPS@Home Virtual Academy is the most flexible option of education available to students and families. We provide your student the opportunity for learning anytime, anywhere, and anyplace. Students enrolled are no longer tied to a daily schedule based on seat time or location for their learning.

Though students may be completing curriculum far away from a school building, they are never forgotten. **ZPS@Home** students receive instruction from a certified core content teacher for all classes, a certified Zeeland Public Schools teacher as a mentor, and can participate in scheduled lab hours on site, where students can get additional help and instruction.

Students enrolled in our program receive the same quality education as traditional students. **ZPS@Home** students have the option to receive a Michigan Merit Curriculum and Zeeland Public School's diploma through completion of the online content. This can be done while working from home, in a lab here at school, or anywhere in the world!





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MMC Diploma Requirements

Mathematics - 4 Credits

Algebra I Geometry Algebra II
One math course in final year of high School

English Language Arts - 4 Credits

English 9 - 12

Science - 3 Credits

Biology Physics or Chemistry
One additional Science Credit

Social Studies - 3 Credits

(.5) Civics (.5) Economics
U.S. History World History

P.E. and Health - 1 Credit

Online Learning Experience

Visual, Performing & Applied Arts - 1 Credit

Language other than English - 2 Credits

In grades 9-12; OR an equivalent learning experience in grades K-12 effective for students entering third grade in 2006 (Class of 2016)

Zeeland Public Schools Diploma

Includes all MMC requirements plus: 4 Elective Credits

(.5) credit ACT prep class based on PLAN score given in 10th grade

Code of Conduct

Students enrolled in **ZPS@Home** Virtual Academy are under the same policies, procedures, and school calendar as traditional students taking classes at East and West High Schools. This document is a supplement to the general student policies, procedures and student code of conduct that can be found at:
<http://zhs.zps.org/zhs/student-handbook>

Enrollment

Students must be enrolled and attend the Virtual Academy by the State of Michigan's mandated student count date in order to receive credit. Other requirements may be enacted by the Michigan Department of Education including login and attendance requirements.

Students accepted to the Virtual Academy, who move out of the program, will be placed in programming based on availability, academic performance, and other factors. No future building or program placement is guaranteed or implied.

Attendance

Though students may not be physically in a school building, **ZPS@Home** Virtual Academy students are expected to actively engage in their educational coursework a minimum of five (5) hours per week for each class enrolled. This is the same amount of time that traditional students are required to spend on their coursework.

Attendance for ZPS@Home is measured two ways:

1. Active Logins
 - a. Students must complete 5 hours of coursework per class per week.
2. Two-way communication with the mentor teacher and content teacher
 - a. Students must have weekly contact with the mentor teacher

Students who are on campus must be in a group learning lab during scheduled learning periods. Students may not loiter on campus. Students who do not follow the Active Login or Two-way communication policies above, risk being dropped from the program.

Mentor Teacher

Each student will be assigned a mentor teacher to monitor their academic progress. Students are expected to participate in two-way communication with their mentor teachers a minimum of once per week. Students shall provide mentor teachers all academic information requested and respond within two traditional school days. (As outlined on the Zeeland Public Schools academic calendar)

Courses

Students enrolled in **ZPS@Home** Virtual Academy are expected to work toward and remain on pace to graduate with their class. Therefore, students will be enrolled in up to six virtual classes per semester. Each semester class will be worth (.5) credits upon completion. These courses will be based on completion of the Michigan Merit Curriculum and any additional electives that the student may choose. These elective are chosen to fulfill the Zeeland Public Schools graduation requirements. Students who fail to complete the six enrolled classes will receive the final percentage of the class total, as recorded at the end of the semester. This percentage will be marked as their semester grade based on the grading scale below.

Grading

Upon completing coursework, or at the end of the semester, students will receive a grade by calculating a percentage of points earned from points possible for each class. This percentage will be then transferred into a letter grade for reporting and documenting on the student's transcript using the table below.

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

Lab/Classroom Instruction

ZPS@Home Virtual Academy students are encouraged to utilize open lab hours for help or to work in a structured environment. Students should develop a plan of attendance and classroom scheduling with their mentor teacher.

Mentor/Core Curriculum Instructor Contacts

For each class enrolled, a student will be assigned a core content instructor in that subject area. All core content instructors are highly qualified Michigan teachers, but are not onsite Zeeland Public School staff. Typically core content teachers are contracted by Zeeland Public Schools and are staff of Michigan Virtual University or Edgenuity. The core content instructor should be your main contact for class specific questions

A Zeeland Public Schools mentor will also be assigned to track student progress in classes and direct students on classes that they need to take to satisfy requirements for graduation. The mentor teacher will also facilitate regular two way communication with the student during the semester.

Athletic Participation

ZPS@Home students may participate in high school athletics as long as they are enrolled and making adequate progress, in a minimum of four core classes. Students must receive a passing grade in four classes in a semester to be eligible for the following semester. Students are expected to also follow the Athletic Code and expectations of the MHSAA.

Technology/Services/School Issued Materials

Being part of **ZPS@Home**, you can receive a school issued iPad or Chromebook for use with online curriculum and school related projects. If you have not received your device and would like to register for one, please contact the technology office at (616) 748-4525. For more information you can also access the iLearn iPad website at: <http://ilearn.zps.org/ipad/>. If you need help acquiring internet access to complete your school work, you may contact Craig Greshaw at (616) 748-3104.

As part of **ZPS@Home**, students may utilize school issued technology or receive services, access to software, school issued accounts and materials at school or away from school. All technology and materials are considered property of Zeeland Public Schools and must be used as such and in accordance with our acceptable use policy.

All school issued technology must be returned to the district once a student leaves the program or upon request for inspection and updating. Any second party services provided to the students shall be discontinued. Any accounts opened by the district, on behalf of the student, may be locked or shut down at any time without prior consent.

Academic Integrity Statement

Integrity, as it relates to academic achievement, is the foundation of the entire educational process. **ZPS@Home** students will honor this principle and do what is necessary to protect the validity of all intellectual work. This means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

Any student, who provides submissions of academic work found to be not of their own creation or aided by unauthorized means, shall be brought into review for removal of the **ZPS@Home** program.



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Frequently Asked Questions - (FAQ)

What materials will my student need as part of the ZPS@Home?

All materials are provided online free of charge to students.

Does my student have to take all classes virtually to be part of ZPS@Home?

No, students can take as many classes as they want virtually including a mix of traditional classes and virtual classes.

Do students ever have to come on campus?

Yes, we require attendance for State testing and occasional attendance throughout the year. Though most of their work may occur away from campus, students can also choose to utilize open lab times for additional assistance and to meet with mentor teachers.

How long are students required to work online for the program?

We expect students to work a minimum of 5 hours per week for each class. Full-Time students should work a minimum of 30 hours per week.

Can students participate in on-campus clubs and competitive athletics?

Yes, all students that are classified as Zeeland Public Schools students for a minimum of four hours per day, can follow all club/team rules, and fulfill eligibility requirements of the MHSAA (athletics) can try-out and participate in clubs and athletics.

How will student's academic progress be monitored?

ZPS certified teachers mentor the students and will be in frequent contact with virtual instructors on all ZPS@Home students. Mentor teachers and students are also be required to have mutual two-way communication, on educational progress of the student, a minimum of once per week.