



Kearsley Community Schools

Where Pride, Tradition, and Excellence Meet

Kearsley Virtual Academy Student Handbook 2019 – 2020

Kearsley Virtual Academy (KVA) is an educational program within Kearsley Community Schools.



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Kearsley Virtual Academy Administration

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Introduction

The Kearsley Virtual Academy (KVA) is a non-traditional path to a high school diploma. KVA offers students self-paced virtual curriculum, with guidance and supervision, in a flexible environment. Online courses build upon student strengths, meet the Michigan Merit guidelines, and are accessible 24/7. Students also have access to a lab at Kearsley High School, which is staffed by the program mentor, certified teachers, and an administrator, all of whom are available for support.

Mission Statement

The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be lifelong learners, active citizens and contributing members in an ever changing world.

Philosophy

Kearsley Virtual Academy (KVA) is an alternative program that strives to work in partnership with families to provide a high quality education in an online format that is teacher mentored, yet customized to meet the needs of students from all academic backgrounds and life circumstances.

Kearsley Virtual Academy Location / Hours

KVA Lab
Kearsley High School
4302 Underhill Drive
Flint, MI 48506
(810) 591-5385

Monday – Thursday 3-5 p.m.

*Enter through the KVA door near the pool entrance, room 203, on the south side of the building.

Eligibility/Admission to the Program

Students who are interested in the program must complete the application packet in its entirety. Students who are six (6) or more credits behind and not on track to graduate with his/her class, are under the age of nineteen (19), or have other extenuating circumstances approved by the Kearsley Community Schools administration are eligible to apply.

Students who are accepted to KVA will not be eligible to graduate earlier than the expected graduation date of their age/class year. The KVA program is intended to provide an alternate learning and support system for academic success, not to accelerate a student's graduation date.

Students enrolled in KVA are expected to enroll in and complete course work as full-time students, which is six (6) courses per semester.

Attendance Philosophy

Regular attendance is an essential cornerstone of learning in a traditional school. Under state law, it is a school's responsibility to enforce school attendance. In an online setting, while the attendance requirements may be different, it remains the student's responsibility to demonstrate attendance by following the school guidelines. It is the school's responsibility to ensure that students are making progress in their courses and staying on track for graduation.

Attendance is measured in two ways; progress in classes and two way communication between the program mentor and student. It is the responsibility of the student to meet the physical attendance requirements and the mentor communication requirements.

General Attendance Guidelines

Students are welcome to attend the lab each day it is open to work on courses and to take assessments. Subject to the school calendar, the lab is open 3-5 p.m. Monday through Thursday each week.

Attendance is measured in three ways: Weekly communication with the mentor, weekly progress in each enrolled course, and physical report time on mandatory days.

Physical Attendance - Mandatory Days

1. Students are required to attend an orientation period consisting of the first four days of the semester upon enrollment. (This is a one-time orientation requirement.)
2. Students are expected to be present in the lab at least **one day a week**, each week of the semester, for a total of two hours of time during open lab hours.
3. Students are required to attend in person in order to take semester exams.
4. Students are required to attend in person in order to complete State of Michigan required testing – PSAT, SAT, M-STEP. Mandatory state assessments are scheduled at the high school between 7:20 a.m. – 2:20 p.m. Please see the calendar for this year's testing schedule.
5. Other mandatory report days as indicated on the KVA school calendar.

Tardy Policy

A student must be in the lab on time (3 p.m.) on the day he/she chooses to attend the lab. A tardy is defined as a student not in the lab at 3 p.m. A student who is **15 or more minutes late to the program is considered absent, and attendance will not count for that day.**

Weekly Communication with the Mentor

Communication with the program mentor is **required each week** in addition to the physical attendance requirements. Communication may occur via phone calls or email. Students must respond to the program mentor in some way in order to verify adequate progress in the registered courses. Failure to respond to the program mentor could result in removal from the program.

*After five attempts to communicate with the student with no response, and/or there has been no progress shown in a course in five days, the program mentor will attempt to contact a parent/guardian. **Lack of communication/progress may result in student probation and mandatory in person attendance requirements beyond one day per week.**

****Fifteen consecutive school days without progress and/or mentor communication may result in dismissal from the program.**

Count Day Information

Students must attend the lab in person on Count Day. It is **MANDATORY** – refer to the school calendar for specific dates (one day in October; one day in February). Should extenuating circumstances arise, the student must contact the program mentor or administrator.

State Testing Information

Students are required to take all appropriate grade-level state assessments. Students must attend, in person, at the designated date, time, and location to take the state test in order to continue in the online program and to stay on track for graduation. Testing will take place in April. Specific dates and times will be communicated as soon as information becomes available. Please refer to the school calendar.

Transportation

Students/families are responsible for transportation to and from the lab at Kearsley High School. By participating in this program, students/families acknowledge they can provide transportation on mandatory report days/times. Students reporting to the lab should park in the pool parking lot at the south end of the building.

The school district attempts to provide supervision of the student parking areas, but cannot take responsibility for damage to personal vehicles parked on the grounds of Kearsley High School. Vehicles parked on the school campus are subject to inspection by school authorities or police with reasonable suspicion that a violation of school rules or laws has occurred. This search includes the trunk, engine area and contents of items found in the vehicle. Depending on the nature of the suspected violation, school officials may request police assistance in the search of

the vehicle or its contents. Periodically, the high school administration may ask police to bring in drug-sniffing dogs as a preventative measure. A positive response from a drug dog will be considered reasonable suspicion of drugs. Persons refusing to allow inspection of their vehicle may have the vehicle towed to impound by police authorities at the owner's expense.

Use of Technology

A student and a parent/guardian must have signed the **Ethical Use Agreement** to be given a user account, access the Internet or use school computer equipment. Inappropriate use of any of the school's electronic equipment can be grounds for removal of a student's computer privileges, possible loss of credit for a course, or discipline action up to and including expulsion. This includes a student's time in the lab and use of any Kearsley Community Schools equipment assigned to the student.

A student and a parent/guardian must have signed the **Student Chromebook Agreement** in order for the student to be issued a Chromebook to use for coursework off campus.

If a student chooses to work from home, it is the student's responsibility to make sure there is access to the Internet in order to access the online courses.

Graduation Requirements

Students may be enrolled in a maximum number of six courses per semester.

Students who successfully complete the required courses, and earn valid state required testing scores, are eligible for a diploma from Kearsley Virtual Academy.

Course	Credit		Course	Credit
English 9	1		Algebra II	1
English 10	1		Additional Math Course	1
English 11	1		Physical Science	1
English 12	1		Biology	1
U.S. History & Geography	1		Chemistry	1
World History & Geography	1		Health	1/2
Political Science	1/2		Fitness	1/2
Economics	1/2		Visual, Performing, or Applied Arts	1
Algebra	1		World Language	2
Geometry	1		Total Credits Required	18

IN ADDITION TO THE ABOVE MENTIONED GRADUATION REQUIREMENTS, students must take the state assessment and earn a valid score on each subtest.



Graduation Ceremony

KVA students are not eligible to participate in the commencement ceremony for Kearsley High School students. KVA will acknowledge students earning a diploma in a ceremony reserved for KVA students and families only. Students may earn a diploma from KVA at the end of a semester (January or June). Dates, times, and locations will be determined based upon the number of graduates, but may take place at a Board of Education meeting or a date scheduled in the Kearsley High School Auditorium.

Grading Policy

Students in this program will earn a grade for each course in which he/she is enrolled at the end of the semester. Grades consist of scores from assignments, assessments, and a semester exam.

Students are encouraged to complete all of the coursework, assessments, and the semester exam in order to earn the best grade possible. Assignments, assessments, and exams that are not complete by the last day of the semester will be calculated as a zero (0). Zeroes severely impact a grade in a negative way and make it difficult, and sometimes impossible to still earn a passing grade in a course.

Students **MUST** earn a minimum overall score (assignments, assessments, and exam combined) of 60 percent, or D-, in order to earn credit for a course. Failure to earn a minimum overall score of 60 percent will result in no credit for the course.

****Important:** You may check grades at any time. However, the online grading system will only show a cumulative grade for the work completed in the course to that point. It will not factor in work that has not yet been attempted. Please also check the pacing guides and final semester exam dates to make sure students are on track for completing the course.

A final grade will be determined and reported to the counseling department at the end of each semester for each course, which will be added to the student's transcript. KVA uses the following percentage scale, which is based on the totality of the course content and semester exam, when assigning semester grades:

93-100%	A (4.0)	73-76%	C (2.0)
90-92%	A- (3.7)	70-72%	C- (1.7)
87-89%	B+ (3.3)	67-69%	D+ (1.3)
83-86%	B (3.0)	63-66%	D (1.0)
77-79%	C+ (2.3)	60-62%	D- (0.7)
		0-59%	E

Academic Integrity

All students are expected to exhibit academic integrity in all aspects of their education at the Kearsley Virtual Academy. Academic integrity means making a sincere effort to learn and to avoid cheating, plagiarism, and other forms of academic dishonesty. Copying is cheating, even if you change a few of the words, whether it is from another student, the internet, or another source. Students who are found to be acting in such a way will be subject to disciplinary action, which may include no credit for the course.

Behavior Expectations

In accordance with the State of Michigan laws, the Board of Education of Kearsley Community Schools has the authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management and carrying on of the public schools of such district, including regulations relative to the conduct of students while in attendance at school or enroute to and from school.

Students attending the Kearsley Virtual Academy are subject to the Kearsley Community Schools Student Code of Conduct, which is available online at www.kearsleyschools.org. The purpose of the Student Code of Conduct is to assist all students in developing into responsible individuals and good citizens. Appropriate behavior and discipline in the schools is imperative for providing an atmosphere favorable for learning.

Please contact an administrator if you have specific questions regarding the behavior expectations and/or consequences outlined in the Student Code of Conduct.

Dress and Grooming Expectations

There is an expectation for appropriate dress and grooming. The following guidelines have been developed with input from staff, parents and students, and are similar to those of Kearsley High School. Students failing to meet these guidelines and others established on an as-needed basis will be asked to change and may be subject to referral to an administrator and/or discipline.

Students will be expected to:

- Maintain a reasonable standard of wearing apparel appropriate to the learning environment and in keeping with standards of health and hygiene. For example: no unwashed clothes, no pajamas allowed, no bare feet, no hats/headwear/sunglasses are to be carried around or worn in the building.
- Avoid dress and grooming which is distracting, disruptive or sexually explicit. For example: no bare midriff, girls' tops to have straps of a minimum of two inches in width, no excessive skin showing (cleavage, lower back/bottom, etc.), no pants too tight (example: leggings) or shorts too short, avoid shirts too loose or tops that do not meet the bottom, pajamas, slippers, etc.
- Avoid dress which glamorizes illegal or inappropriate behavior. (ex: sexual innuendo, tobacco/alcohol/drug affiliations, gang colors, ethnically offensive [Confederate flag, swastika, etc.] swearing, etc.)

Athletics/Extra-Curricular Activities

Students enrolled in Kearsley Virtual Academy are not eligible to participate in Kearsley High School athletics, clubs, or extra-curricular activities. This includes dances, prom, lock-ins, and other private events intended for KHS students only. KVA students may attend dances at Kearsley High School as a guest of a KHS student if a guest pass request is completed and verified by the specified date.

School Related Services

Dinner

The cafeteria provides dinner each evening at approximately 4 p.m. Students attending the lab are welcome to eat dinner at no cost. Dinners include a main dish, sides, and drink. Students can pick up dinner in the cafeteria and eat in the lab while working.

Counselors

Students or parents may set up an appointment to speak with a counselor by calling (810) 591-5324.

The Counseling Department will assist students in the process of understanding and taking responsibility for their personal, social, academic and vocational development. Counselors are available to help students with questions about high school, personal planning, course scheduling, personal problems, college/vocational school application procedures as well as personal goal setting.

Special Education and Social Work Services

Students with special education services are eligible to attend KVA. Students with an IEP or 504 plan will have a Kearsley Community Schools case manager. The online course instructor will be provided a copy of the IEP or 504 plan in order to ensure the necessary accommodations. Students or parents may set up an appointment with a special education case manager or the school social worker by contacting the program mentor.

RAHS University of Michigan Health Systems Clinic

Students under the age of 21 are eligible to use the clinic in the Kearsley High School building. The clinic offers a wide array of services to students including immunizations, sick visits, physical exams, nutrition counseling, insurance enrollment and mental health services. This is a no cost service. Insured and uninsured patients are welcome. Please call (810) 591-5330 for more information and to schedule an appointment.

School Closing

The KVA Lab will not be open if Kearsley Community Schools and/or Kearsley High School is closed for any reason. In the event of bad weather or facility emergency that requires school closing, families can expect a recorded telephone message announcing the decision. Check out the school district's website, www.kearsleyschools.org, and listen to the following radio and television stations to find out if school is closed or delayed: Radio station WCRZ (107.9 FM) or TV station WJRT (Channel 12).

