



CALEDONIA HIGH SCHOOL

(616) 891-8129

(616) 891-7038

www.calschools.org

9050 Kraft Ave SE, Caledonia, MI 49316

Application for Virtual Learning

Participation in the Virtual Learning Program (VLP) is reserved for students with unique circumstances that require them to **complete learning off-campus** using the MIVHS online learning platform. Students who wish to take advantage of this opportunity must adhere to the **highest code of conduct** and receive prior approval from their parent(s)/guardian(s), counselor, and CCS administration. Students will be **required to attend CHS** in-person hubs **twice per week as designated** for assessments and/or needed support and to make **regular and adequate progress** in their courses. ***If at any time a student fails to make adequate progress, they will be required to attend additional in-person hubs Monday through Friday.*** All students are required to attend **in person on count day**. Participation may be limited or restricted by class sizes. **Students who are not successful in Virtual classrooms will be required to return to in-person learning** at the start of the next semester.

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| Student Name: | Parent/Guardian Name: |
| Grade: | Phone: |
| Phone: | Email: |

| Requested virtual learning duration: | Does the student ... need NCAA-approved courses? | ... have reliable internet access at home? | ... have an IEP? | ... have a 504 Plan? | ... receive EL services? |
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| <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Full Year | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Describe in detail why you are requesting to be placed in the Virtual Learning Program. (Attach any additional, pertinent information/documents to this application.) Type your response here.

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| <p><i>OPTIONAL:</i> Complete this section <u>only</u> if you are requesting in-person electives* not offered through the MIVHS Program.</p> | <p>List requested in-person electives not offered in MIVHS:</p> |
| <p><i>*Assignment to in-person electives is contingent on roster space and ability to attend class regularly. Special school-provided transportation for requested in-person classes will not be provided.</i></p> | |

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| <p>If the student has a preference for the hubs they will be required to attend throughout the semester, please request them in this box here. Do not select more than 2.</p> <p>AM hubs run from 8 AM-11 AM PM hubs run from 11:30 AM to 2:30 PM.</p> | <p>Hub Preferences (Optional)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Monday AM</td> <td style="width: 50%;"><input type="checkbox"/> Wednesday AM</td> </tr> <tr> <td><input type="checkbox"/> Monday PM</td> <td><input type="checkbox"/> Wednesday PM</td> </tr> <tr> <td><input type="checkbox"/> Tuesday AM</td> <td><input type="checkbox"/> Thursday AM</td> </tr> <tr> <td><input type="checkbox"/> Tuesday PM</td> <td><input type="checkbox"/> Thursday PM</td> </tr> </table> | <input type="checkbox"/> Monday AM | <input type="checkbox"/> Wednesday AM | <input type="checkbox"/> Monday PM | <input type="checkbox"/> Wednesday PM | <input type="checkbox"/> Tuesday AM | <input type="checkbox"/> Thursday AM | <input type="checkbox"/> Tuesday PM | <input type="checkbox"/> Thursday PM |
| <input type="checkbox"/> Monday AM | <input type="checkbox"/> Wednesday AM | | | | | | | | |
| <input type="checkbox"/> Monday PM | <input type="checkbox"/> Wednesday PM | | | | | | | | |
| <input type="checkbox"/> Tuesday AM | <input type="checkbox"/> Thursday AM | | | | | | | | |
| <input type="checkbox"/> Tuesday PM | <input type="checkbox"/> Thursday PM | | | | | | | | |
| <p><i>*We will do our best to accommodate student preferences in this matter. There is no guarantee students will receive the hubs they requested.</i></p> | | | | | | | | | |

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| <p>To be completed by Counselor: Has the student previously failed an online or distance-learning course within the last 2 years (due to grade or noncompletion)? If yes, please attach an explanation of why you are advocating for the student to be enrolled in the Virtual Learning Program.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>To be completed by Counselor: EDP (goal in Xello) has been updated to reflect course pacing for sequential learning. Student directions</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>Student Signature:</p> | <p>Date:</p> |
| <p>Parent/Guardian Signature:</p> | <p>Date:</p> |
| <p>Counselor Signature:</p> | <p>Date:</p> |
| <p>Completed requests must be approved by the principal or designee prior to being scheduled in the program. <i>I approve this request as stated above:</i></p> | |
| <p>Principal or Designee Signature:</p> | <p>Date:</p> |

Return the signed and approved form to the student’s counselor or the main office

Behavior Expectations

1. It is a privilege to participate in this program and, therefore, students are expected to adhere to the highest codes of conduct and integrity as a representative of our school district.
2. It is the student's responsibility to secure reliable access to the internet when working on their online course(s). Students are expected to contact the school to make alternative arrangements if they are experiencing difficulty with internet access.
3. Inappropriate use of the internet will not be tolerated. All terms outlined in the district's Acceptable Use Policy (AUP) apply while students are on and off campus.
4. Students will make adequate and regular progress toward the completion of coursework based on established timelines and course requirements.
5. ***If at any time a student fails to make adequate progress, they will be required to attend additional in-person hubs Monday through Friday.***
6. Student coursework is closely monitored by school staff. Students in the Virtual Learning Program acknowledge that online actions can be retrieved for investigation purposes as needed.
7. Course procedures that must be followed are:
 - A. Students must communicate with his/her mentor teacher on a regular basis.
 - B. Students must take all assessments in a proctored environment at CHS.
 - C. Students must follow all other rules as specified by the district, mentor, and/or online teacher.
 - D. Students must be present on Count Days (Fall and Spring) at the school building.
8. Students will be committed to the courses, adhere to the course schedules as prescribed, and understand that drops will be allowed only as outlined by the local district add/drop policy.
9. Students will receive a letter grade for each course taken through the Virtual Learning Program. Students will receive an "NC" on their transcript for any course(s) not completed or failed at the end of each semester. Grades will be reported on student transcripts in a consistent manner as "traditional" in-person classes offered at CHS.
10. While all credits earned through MIVHS coursework count towards the requirements for a high school diploma as specified in the Michigan Merit Curriculum, only specific courses taken through MIVHS are NCAA Clearinghouse approved. All athletes should confirm with their counselor prior to enrollment in classes.
11. School Board, district, and student handbook policies all apply (when applicable) to students in the Virtual Learning Program.
12. Students in the Virtual Learning Program must carry the equivalent number of courses that a student in the traditional high school has during a semester.
13. Virtual learners have the same opportunities to attend and participate in school functions as students who attend school in a traditional manner. As such, students enrolled in Virtual Learning are required to adhere to the same expectations for behavior and conduct as their peers. A student may be precluded from school activities if a disciplinary action restricts the student from activities. This

statement applies to athletic teams and events, after-school activities, clubs, or school-associated ceremonies.

14. Students provided with district-purchased equipment are expected to return the equipment at the end of each school year or at the end of their time in Virtual Learning. Equipment is expected to be in the same condition as when loaned to the student. Any damage to the equipment will result in the student/parent/guardian being held responsible for costs to fix or replace the equipment.

15. Addendum (Completed by counselor or administrator in agreement with student and parents):

Blank space for addendum completion.

| Consequences for Violations: | Severe Misconduct: |
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| 1st offense: Students will be given a written warning and/or may be removed from the course or placed in an in-person Learning Lab section. A second offense will result in removal from the program. | Regardless of whether the offense is a first time offense, students will be removed from the course and/or program with a grade of "Failing" and will fall within the jurisdiction of reassignment to on campus classes. |

Student Acknowledgement and Understanding: I have read, understand, and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the expectations as stated.

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| Student Signature: | Date: |
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Parent/Guardian Acknowledgment and Understanding: I have read and understand the student policy and stated expectations for my child and agree to support the Virtual Learning Program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program and will monitor and support my student in his/her studies. I agree to be accessible and readily available to the mentor to discuss my child's progress and development. I understand time management and attendance are vital to my student's success. I understand acceptance into this program is a privilege and my child must maintain the contracts and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

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| Parent/Guardian Signature: | Date: |
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| Designated School Official Signature: | Date: |
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