



Kelloggsville Virtual School Enrollment & Schedule:

Eligibility Requirements (Residents):

1. Students eligible for Kelloggsville Virtual School (6-12) must meet at least one of the following conditions:
 - a. The student is a resident of Kelloggsville Public Schools.
 - b. The student is eligible to attend a public school setting under Michigan Department of Education guidelines.
2. Students enrolled in grades 6- 12 are eligible to enroll in Kelloggsville Virtual School. For grades 9-12, students should be on the Diploma seeking track.
3. All virtual courses will follow all guidelines provided by the Michigan Department of Education Pupil Accounting Manual. District and school administration shall coordinate and monitor the implementation for virtual learning including student accessibility to virtual learning, attendance, and participation in lessons and assessments.
4. Students must be enrolled and attend the Kelloggsville Virtual School on the State of Michigan's mandated student count days in order to receive credit, unless they are transferring from another school. Extenuating circumstances will be considered by the administration for transfers during the year. Other requirements may be enacted by the Michigan Department of Education including, but not limited to, login requirements for online courses.

Eligibility Requirements (Non-Residents):

1. Non-Resident students must apply through the Schools of Choice application window or the Non Resident Enrollment Request to Kelloggsville Public Schools.
2. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.
3. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
4. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

Course Availability & Access:

1. This program shall provide access to enroll and participate in the available courses offered through KVS and shall award credit, as may be appropriate, for successful completion. Access shall be available through On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
2. All courses offered through KVS have been Board approved and adhere to the academic standards and rigor of Kelloggsville Public Schools. Each course offered meets the standards to be given the appropriate credits towards graduation if a student successfully completes the course.
3. A student's placement in the Kelloggsville Virtual School is NOT a guaranteed placement in any of the other buildings in the district, if the student is a participant in the schools of choice program. Should the student be removed from the program, they may or may not be placed in the regular on-campus buildings based on space available and other factors.

District Right to Denial:

The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:

1. The student has previously gained the credits provided from the completion of the virtual courses requested.
2. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
3. The student does not possess the prerequisite knowledge and skills to be successful or has demonstrated failure in previous virtual coursework in the same subject within the two most recent academic years.
4. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
5. The virtual enrollment request did not occur within the same timelines established for enrollment (academic term, semester, or summer preceding the enrollment) and schedule changes for regular courses. Michigan Department of Education Pupil Accounting Manual Virtual Learning Options 5-O-D-5. This does not apply to a request made by a student who is newly enrolled in the district.
6. The course has reached capacity and the district has restricted enrollment to resident applicants.
7. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Superintendent or designee. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Superintendent or designee shall respond to the appeal within five (5) days after it is received. If the Superintendent or designee determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.

Granting Course Credits:

If a student successfully completes an on-line course, as determined by the certified staff and administration, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.

*For more information please refer to School Board Policy 2370.01



Enrollment Procedures and Requirements to Begin the Program:

Enrollment Information for Students:

1. The student must apply online or complete the KVS Application and Student Screener located in each Kelloggsville School building's main office or online.
2. The student must participate in a credit audit or if new to Kelloggsville supply a recent transcript from the previous school attended. The student understands KVS is an 18 credit completion program following the State of Michigan required graduation guidelines. (Grades 9-12 only)
3. Students may enroll in the program at the beginning of each school year during the enrollment period and are expected to stay for the entire year. Exceptions can be reviewed by administration at each semester.

Enrollment Information for Parents/Guardians:

1. The parent/guardian must sign and agree to the KVS Application.
2. The parent/guardian understands the KVS 9-12 program is an 18 credit completion program following the State of Michigan required graduation guidelines.
3. The parent/guardian must supply the school district with all necessary paperwork requested for proper enrollment in a public school.

Once Accepted into the Kelloggsville Virtual School:

1. The student will receive a letter of acceptance.
2. The parent/guardian must attend a parent/guardian orientation. If not available, the parent/guardian must follow a virtual orientation and complete the necessary paperwork that accompanies it.
3. The student must attend the orientation and must complete the orientation activity with a passing score.
4. The student will work with the school to complete an educational development plan (EDP).
5. The parent/guardian and student must agree and sign technology agreement & time commitment agreement forms.
6. The student must agree to working and communicating daily with their teachers and mentors to satisfy attendance and course requirements.

If Denied into the Kelloggsville Virtual School:

Appeals Process:

If a student is denied enrollment by the District, the parent/ guardian may appeal on the students behalf by submitting a letter to the Superintendent or designee. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved. The Superintendent or designee shall respond to the appeal within five (5) days after it is received.

Written communication can be mailed or dropped off in person to:

Kelloggsville Board of Education Center

% KVS Denial Appeal- Superintendent or Designee

242- 52nd Street SE, Kentwood, MI 49548

*For more information please refer to Kelloggsville Public School Board Policy 2370.01

Program Requirements and Opportunities:

Requirements:

1. The student must obtain parent consent to enroll in the program, agree to technology use agreement and participate with their mentor to complete academic and EDP requirements.
2. The student must attend an orientation prior to beginning the virtual school. If not available, the student must follow a virtual orientation and complete the orientation quiz with a passing score of 75% or higher.
3. The student must agree to working and communicating daily with their teachers to satisfy attendance requirements.
4. Students may enroll in the program at the beginning of each school year during the enrollment period and are expected to stay for the entire year. Exceptions can be reviewed by administration at each semester.
5. Students should be on a diploma seeking track and meet the eligibility requirements outlined in the initial application paperwork.

Opportunities:

Virtual Sessions:

It is recommended that students participate in daily PRIDE meetings. Students will participate in these learning sessions through google meets. Students must complete their daily recommended assignments in each class to remain in good attendance standing. Students should expect to spend 30-45 minutes a course per day to complete work and communicate with their teacher, or mentor daily. Virtual Sessions will be available through the following opportunities:

1. **PRIDE Meetings-** Students in grades 6-8 are required to log in daily to a PRIDE meeting with the assigned teacher. Students in grades 9-12 are encouraged to log in daily to a PRIDE meeting with the assigned teacher. The purpose of these daily meetings is to check in, answer general questions, receive announcements, complete EDP and SEL requirements. These meetings will be 30 minutes or less.
2. **Virtual Class-** Teachers will release coursework every Monday at 8AM for students to complete throughout the week. KVS will use the APEX Learning platform to deliver instruction along with teacher created materials. Throughout the semester teachers may create virtual class sessions when a challenging topic is being covered. Students are highly encouraged to attend these sessions if available but are not required.
3. **Office Hours-** Held every afternoon from 2:00PM-3:00PM for students to enter a google meet and have questions answered or receive individualized help.

In- Person Academic Help Sessions:

An Academic Help Room is available at Kelloggville High School with a staff person available to help students with their coursework. Students will enter through the KDL entrance when attending these sessions. The purpose of this room is for students to complete assignments, take tests, meet with counselors, and get academic help as needed. Students may not attend more than one session a day and do not have to stay for the entire session if they complete their needed tasks. The following guidelines will be followed in regards to this room:

1. Students will enter and exit through the specific door and may attend during the session time that is listed below.
2. Students will need to sign up electronically before coming to the session.
3. Students will be allowed to stay for the entire session or they may leave once they have accomplished their intended tasks with parent communication or consent.
4. Students who have grades in a course below 70% will be required to attend a minimum of 2 sessions per week until grades improve. Virtual meetings can be arranged with approval from administration.
5. Students will not be allowed in other parts of the school building.
6. Students will not be permitted to remain on campus outside of the daily session hours posted.
7. Transportation may be provided for resident students.
8. Session Times:
 - a. 1st session: 9:30 AM-11:15 AM (Monday through Friday)
 - b. 2nd session: 12:15 PM-2:00 PM (Monday through Thursday) (Friday by appointment only)

Academic Help and Support:

1. If your student is struggling academically or socially they are able to receive extra help and intervention through attending in person academic help sessions (Friday afternoons are available for scheduled extra support). Mentors will be available to assist your students in these sessions. Counseling services will also be available as needed.



KVS Course Offerings 2021-2022

MIDDLE SCHOOL (GRADES 6-8):

All middle school courses will be presented and monitored by Kelloggsville teachers and delivered through a learning management system. The course content is presented through APEX learning and will follow Kelloggsville curriculum maps. Students will be assigned 4 core classes and may choose 2 other courses each semester.

CORE Courses:

ELA	MATH	SCIENCE	SOCIAL STUDIES
ENG 6	MTH 6	SCI 6	CONTEMP. WORLD (6)
ENG 7	MTH 7	SCI 7	WORLD HISTORY (7)
ENG 8	MTH 8	SCI 8	US HISTORY (8)
	INTRO TO ALG. I		

Other Courses: (*all courses are a semester in length)

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Art 6	Art 7	Art 8
Music 6	Music 7	Music 8
PE 6	PE 7	PE 8
SEL 6	SEL 7	SEL 8
	Reading Skills/Strategies	Writing Skills/Strategies
	Computer Applications	Information Technology Applications
		Media Literacy
		College/Career Prep I



HIGH SCHOOL (GRADES 9-12):

All high school courses will be presented and monitored by Kelloggsville teachers and delivered through a learning management system. The course content is presented through APEX learning and will follow Kelloggsville curriculum maps. Students are required to have the following **18 credits** for graduation:

4 English credits

4 Math credits (must have Algebra I,II, and Geometry and 1 more class in the final year)

3 Science credits (must have Biology, and either Chemistry or Physics)

3 Social Studies credits (all courses listed below)

2 Foreign Language credits (or a combination of 1 foreign language and an art)

1 Visual,Performing, and Applied Arts credit

1 Physical Education & Health credit.

SEMESTER COURSE *

BOLDDED COURSES ARE REQUIRED

ELA	MATH	SCIENCE	SOCIAL STUDIES	FOREIGN LANGUAGE	OTHER
ENG 9	ALG. I	EARTH SCI	WORLD HST	SP I	ART ED*
ENG 10	GEOMETRY	ENVIRO SCI	US HST	SP II	MUSIC APP
ENG 11	ALG. II	BIO	US GOV. *	SP III	PE *
ENG 12	PRE-CALC	CHEM	ECON *		HEALTH *
	PROB/STAT	PHYSICS			H.O.P.E.
	Mathematics of Personal Finance				PSYCH*
					Multicultural Studies*

AP COURSE OFFERINGS (GRADES 9-12):

SEMESTER COURSE *

ELA	MATH	SCIENCE	SOCIAL STUDIES	FOREIGN LANGUAGE	ELECTIVES
ENG LIT/ COMPOSITION	CALC A/B	ENVIRO.	US HST	SPANISH & CULTURE	PSYCH*
ENG LANG./ COMPOSITION	STATS	BIO.	US GOV *		
		CHEM.			

*****Students enrolled in Kelloggsville Virtual School may also be enrolled with Kent County Technical Center (KCTC) or Kelloggsville Work Based Learning Program (WBL) to create a full schedule.*****