

HIVE is an educational option sponsored by the Hillsdale Community Schools District. It provides students who need a different structure a way forward to achieve their high school diplomas. This packet of information provides the process, expectations, and application. This is all necessary for this change of enrollment to happen. Generally speaking, the change should come at the start of a new semester to minimize disruption to student learning and progress.

In District Process for Enrolling in HIVE

1. Students and Parents fill out the HIVE Application
2. Meet with the School Counselor or HIVE Administrator for guidance and support in making this decision
3. Attach a current transcript to the application.
4. Schedule a meeting with the following individuals to ensure we are all on the same page that this is the best direction to take. Note this meeting may be scheduled together to accommodate families. Reach out to the HIVE Coordinator who will coordinate calendars to make this happen:
 - a. School Principal
 - b. HIVE Coordinator
5. If accepted, the change will occur, generally, at the semester
 - a. Note: if students move to HIVE and then decide not to comply with requirements, make adequate progress, attend the learning space as expected, etc., and it is determined that the student needs to return to face-to-face classes, this will occur at the start of the next semester.

Out-of-District Process for Enrolling in HIVE

1. Students must first be enrolled with Hillsdale Community Schools. Students retain placement in their school of residency. This must follow the School of Choice windows.
 - a. To enroll in HCS: [Open Enrollment Form](#)
 - b. Once the application is submitted, please let the HIVE Administrator know so they can coordinate with our District Administrator responsible.
2. Students and Parents fill out the HIVE application at the bottom of this document
3. Attach a current transcript, from any schools attended, to the application.
 - a. This helps us expedite the process of determining credits, classes, etc.
4. Schedule a meeting with the HIVE Coordinator or Superintendent Ted Davis
ted.davis@hillsdaleschools.org
5. If a student is accepted into HIVE and then decides not to comply with requirements, make adequate progress, attend the learning space as expected, etc., and it is determined that the student needs to return to face-to-face classes, this will occur at the start of the next semester.

Expectations for HIVE students

HIVE is a unique privilege and these expectations are designed to help the student to be successful. Students are expected to:

- Demonstrate a high level of conduct and integrity.
- Comply with the requirements of your particular “phase.” If you start to fall behind, this will result in a request to come into the learning center for more direct support and supervision.
- Adhere to the district’s computer Acceptable Use Policy and Code of Conduct.
- Abide by all building expectations.
- Attend the lunch period that is assigned at the beginning of the year and return to HIVE rooms at the end of that lunch period.
- Maintain at least weekly contact with their instructor (phone, email, text, in-person)
 - Respond to emails, phone calls, promptly.
- Work consistently and make progress weekly.
- All tests and exams must be proctored either in person or virtually
- Take state testing as required.
- Agree to, and follow, the program contract and the program's requirements.
- Be a partner in your education.

Note: This sheet is for your reference and does not need to be turned back in with the application.

Essential Agreement and Contract

Student Name:

Best Contact Number:

Student Grade:

Student ID:

Expected Graduation Year:

How many credits have you earned?

Circle an answer for each of the following:

Do you have an IEP?

Yes

No

Do you have a 504 plan?

Yes

No

Why are you requesting to attend the HIVE program?

This program is designed to allow students to take charge of their learning in a smaller and more independent environment. Why do you believe this is what you need to succeed?

Are there courses you are currently in and passing? Please list:

The signatures below indicate that these people have been spoken to about this application and they support this decision to enroll in the HIVE program.

Title	Printed Name	Signature
Parent		
Counselor		
Special Ed Caseworker (If applicable)		

High School Administrator Section *If denied, a written response will be included*****

Title	Printed Name	Signature	Date	Approved:	
Building Principal				Yes	No
HIVE Coordinator				Yes	No

The HIVE program is structured differently than your traditional school experience. The courses taken in the high schools or the community programs will operate on the schedule specific to that setting. For the online segment, we

Essential Agreement and Contract

operate in three phases of independence. If students are successful in each phase, they can move on to the next level. Failure to meet the expectations of your current Phase will result in returning to the previous Phase.

Phase 1 (The first 2-3 weeks): Students will be expected to:

- ***ATTEND*** daily sessions in the Personalized Learning Center.
- complete at least **20** activities + **PER** course **PER** week based on the number of online courses
- maintain a strong attendance pattern.
- demonstrate the ability to use the online program.
- Parent communication and agreement to move to Phase 2

Phase 2 (The next 2-3 weeks or when successful): Students will be expected to

- ***ATTEND one*** session during the week in the Personalized Learning Center.
- log a minimum of 15 hours per week at home.
- log in daily.
- complete at least 20 activities + **PER** course **PER** week based on the number of online courses
- Parent meeting to move to Phase 3

Phase 3 (Until the end of semester): Students will be expected to

- ***ATTEND*** as needed for supervised testing in the Personalized Learning Center.
- log a minimum of 15 hours per week at home.
- log in daily..
- complete at least 20 activities + **PER** course **PER** week based on the number of online courses

Initial to agree: _____

Of course, students are always welcome to attend the Personalized Learning Center during the regular hours to work and get support.

HIVE is a unique privilege and there are expectations that are designed to help the student to be successful. Students are expected to:

- *Demonstrate a high level of conduct and integrity*
- *Adhere to the district's computer Acceptable Use Policy and Code of Conduct*
- *Maintain at least weekly contact with their instructor (phone, email, text, in-person)*
- *Work consistently and make progress weekly.*
- *Take state testing as required.*
- *Agree to the program contract and the requirements of the program.*

Initial to agree: _____

Just as with every other aspect of the program, the framework of the program is flexible and can be individualized based on the documented needs of each student and their family.