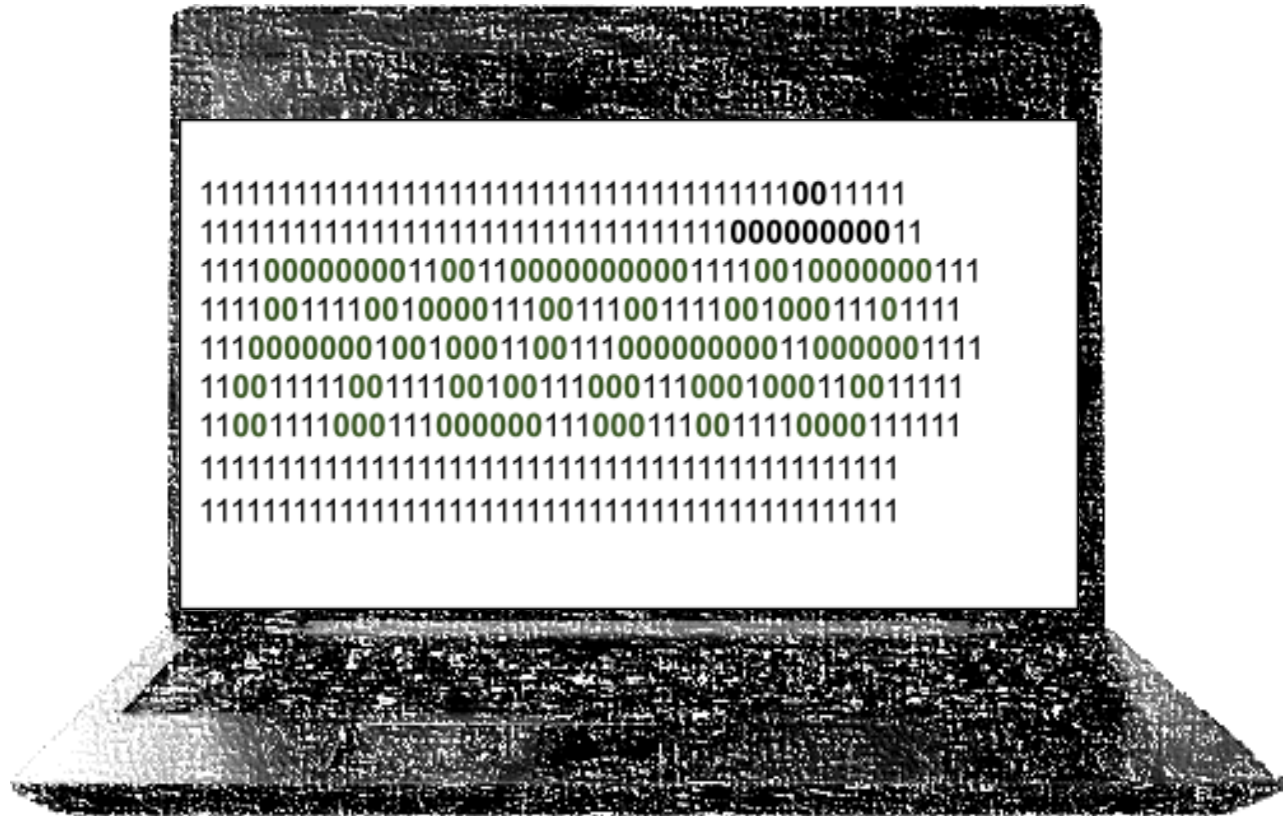


Hillsdale Community Schools



Individualized Virtual Education Program

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Mission & Vision Statement

Program Mission: The Hillsdale Community Schools virtual programs provide all students K-12 with options to develop their academic skills and pursue academics beyond the traditional offerings.

Program Vision: The Hillsdale Community Schools virtual program is a non-traditional, personalized program for all students K-12 that provides learning opportunities to support students' academic goals and lead to successful graduation.

HIVE (*Hillsdale Individualized Virtual Education*)

Mission: The HIVE program focuses on career development and provides the academic skills and social development necessary for students to be successful in their goal of graduation and beyond.

Vision: The HIVE program is a non-traditional, personalized program that provides a roadmap and tools so all students can successfully graduate.

Program Specifics

Program Structure and Attendance Expectations

HIVE program

Hillsdale Community Schools HIVE (Hillsdale Individualized Virtual Education) program is a hybrid program for students K-12 that can be a combination of face-to-face synchronous, online, Dual Enrollment, and work-based learning that allow students the greatest flexibility in their schedule.

HIVE is a program and not a separate building, so students are still members of Hillsdale Community Schools. Whether it is band, athletics, robotics or other clubs and activities, they can still participate. At graduation, students will still walk with their classmates and receive a Hillsdale Community Schools diploma.

After initial attendance requirements for orientation, in person attendance is only required if a student is not on track or if they are accessing a traditional classroom program.

HIVE program description

Students have the flexibility in **when** they learn, **where** they learn and **how** they learn under the supervision of a skilled mentor-teacher or a certified classroom teacher! The

traditional school day and school year are no longer a factor. Students can work at their own pace, as long as they demonstrate effort and continue to make progress.

HIVE staff work with each individual student to develop a personalized plan that is a road map to on-time graduation. This plan is based on state requirements, with student strengths and interests in mind. Students have access to our full online catalog through **Imagine Learning (Instructional Services), Michigan Virtual courses, Schoology approved courses, work-based courses, dual enrollment options** as well as all of our traditional classes.

Students are enrolled with Hillsdale Community Schools. This allows all HIVE students to access and participate as a Hillsdale Community Schools student in all of our sports, clubs and music programs. At graduation, students walk with their classmates and receive a Hillsdale Community Schools diploma.

[HIVE Attendance](#)

Students who are new to virtual education or who have not demonstrated satisfactory academic progress in previous virtual courses will be required to follow the attendance requirements outlined below. Students who have successfully completed virtual courses in the past may be eligible for an exemption from the initial in person attendance requirements. For additional information or to determine eligibility for an exemption, please contact the Director of Virtual Learning or your building principal.

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

- **ATTEND** daily sessions in the Personalized Learning Center.
- Complete daily coursework and be on track with their course.
- 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 in daily.
- Complete daily coursework and be on track with their course.
- Parent meeting to move to Phase 3

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

- **ATTEND** one day per week during the State of Michigan 4 week count window, and as needed for supervised testing in the Personalized Learning Center.
- log in daily.
- Complete daily coursework and be on track with their course.

Graduation requirements

Graduation requirements are the same for students in the HIVE programs as they are for traditional students. See the Hillsdale Community Schools Course Description Guide for details.

State Required Testing

Virtual students, like traditional students, are **REQUIRED** to take all state testing to qualify for graduation. This includes the various PSAT tests, and for juniors (seniors if not taken junior year) the SAT, MSTEP (Science and Social Studies) and ACT WorkKeys. Students must take these exams and put forth their best effort to be eligible to graduate from Hillsdale High School.

Prescriptive Testing/Testing out

If a student has taken the course before, but did not pass and needs credit recovery, they may take the Prescriptive Test while supervised on-site. This allows students to “test out” of portions of the course. The remaining coursework would need to be completed to earn credit for the course.

Work Permits/Work Credit

Virtual students can also earn credit through work hours (Career Training). This requires 75 hours of verified work (pay stubs, printout from employer, etc.,) for each semester. You earn .5 credit for two semesters totaling 1 credit.

District/School policy

While on campus a student must adhere to school and district policies.

HIVE District and Satellite Classroom Expectations

The primary goal of the HIVE program is to provide a learning environment that helps students earn credit and graduate on time.

In order to accomplish this, certain guidelines and procedures have been created to create an environment that is more flexible than the traditional classroom, yet still creates a room that accommodates learning.

The expectations of the HIVE Learning Center classrooms are:

Appropriate volume:

The program was designed with a separate classroom intended to allow for a more informal work environment while maintaining a noise level that allows for work completion. General rules will be developed by the mentor teacher and evolve as needed based on classroom experience. Students are encouraged to bring and use headphones with soft music to maintain a calm and peaceful setting for work. Students who wish to listen to music must do so with headphones only.

Seating and grouping:

The seating designs in the Learning Center are designed to allow a small social setting that is still conducive to learning.

- Seating groups should be in groups of 4 or less. The current seating arrangement is structured to allow for that and should not be moved without permission of the staff.
- Seating areas are first come, first served

Appropriate language:

Students are expected to speak respectfully with others.

- Students are expected to refrain from using profanity.
- Students must avoid using derogatory terms and hate speech.

Failure to comply at any level and creating a disturbance in the classroom will be cause to dismiss the student for the day. If a student continues to be disrespectful and not follow rules they may be required to work from home only (and come in for tests at scheduled times), or be dismissed from the program entirely.

Cell Phone Guidelines - HIVE

Although we understand the important role that cell phones have in a student's life, it is also important that students learn how to manage their cell phone use and the expectations of any workplace. There is a time and a place! Also, the primary mission of the HIVE program is **course completion** that leads to on-time graduation so anything that interferes with a student's ability to stay on track will be managed.

Students must follow all district cell phone policies in the HIVE Learning Centers.

Appropriate uses during working time:

- Listening to music while working
- Working on their courses
- Emergency phone calls (take in the hallway)

Appropriate use during a break:

- Listening to music
- Entertainment (playing games, watching videos, messaging, etc.)

For all appropriate uses, the student must be using headphones so they do not distract other students who are working.

Examples of inappropriate uses:

- Googling or using Artificial Intelligence to find answers for pre-assessments, quizzes, tests and exams.
- Messaging during work time.
- Playing games during work time.
- Watching videos during work time.
- Taking pictures/videos of others without their permission.
- Sharing inappropriate music or videos at any time.

Of course, this list is not all inclusive and individual situations will be addressed.

Consequences

Level 1: The student will receive a verbal warning

Level 2: The student will turn in their phone for 1 hour (unless the student is leaving sooner for the day.)

Level 3: Students will turn in their phone for the day

Level 4: Student will not be allowed to have their phone in the Learning Center

Failure to comply at any level and creating a disturbance in the classroom will be cause to dismiss the student for the day. If a student continues to be disrespectful and not follow rules they may be required to work from home only (and come in for tests at scheduled times), or be dismissed from the program entirely.

Traditional Classroom Expectations

Students in the HIVE programs that attend traditional school courses for part of their day are expected to meet the expectations of the traditional building during this time. This includes grading, attendance, assignment completion, etc. The classroom teacher's responsibilities are the same for virtual students as their traditional students. If a student is not performing or attending, a communication to the parent is warranted. Continued issues, academic or behavioral, that would warrant a trip to the office, should be referred to building administration or the Principal of Virtual Programs.

Scheduling/Credit Check/Graduation plans

HIVE students meet with the HIVE Administrator to develop their graduation plan and then review that plan regularly throughout the year. This plan will drive scheduling. At the end of each semester, the HIVE Administrator or Mentor Teacher will do a credit check with each student and communicate the results with parents.

Process Notation

Administrator responsibilities:

Update the schedule in the Student Management System.

- Assign courses and communicate with the Mentor Teacher.
- Drop courses if a student leaves the program.

Mentor Teacher's responsibilities:

Check email each day for schedule changes

- Create or update the virtual account the same day, if possible, or by the next day at the latest.
- If the student is new to the program, click the setting that requires the student to participate in an orientation process.
- Email the student that the course/account has been created and is ready. Add login and orientation information if it is a new student and any syllabus information required.

HIVE Program. HIVE admittance requires a student to fill out an [application](#), meet with our counselor, and then meet with the HIVE Administrator and building principal. When students are first accepted into the HIVE program, they meet with a staff member and review their credits and develop the initial plan for graduation. Afterwards, students will meet with HIVE staff at least once per semester to review their course progress and graduation plan and make adjustments accordingly.

Grading

Grade Scale

A	100-93%
A-	90-92%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%

Grade setting in Vendor Courseware

Courses are set to Automatic with Grade in the Edit Options section of the courses. This means:

Activities Not Counted in Grade: (Grade given 100%)

Vocabulary

Lecture and Lab Lecture

Warm-up, Instruction, and Summary

Online content without questions

Activities Counted : Teacher can review any of these assignments and adjust the grade if needed.

Keywords

Journal, Study Questions- 0% or 100% based on **keywords**

Earned Percentage

Online Content with questions – Earned percentage based on **keywords**

Quizzes, Tests, Exams, and Lab Assessments - Earned percentage

Practice, Assignments, Wet Labs, Virtual Labs, Test Review, Exam Review- Earned Percentage, open-ended questions counted as correct if a student enters **ANY** text.

Teacher Graded

Essays – Pending until and educator accepts or modifies the score

Short Writing Assignments, Projects, Performance Tasks, and Lab Reports - The assignment will be marked "pending" until an educator awards a score

Vendor grade definitions

Overall Grade - This is the weighted average grade for completed activities based on the grade weights for each type of activity.

Actual Grade - This is the overall grade adjusted for progress if a student is behind. This score doesn't assume zeros for uncompleted work; simply penalizes for falling behind

Relative Grade - This is the grade that a student would receive if he/she stopped working and received 0% for all unscored, countable activities

Grade Entry Guidelines

Grades in the HIVE programs are issued in the same timeframe as traditional courses. If a student has incomplete courses less than 80% complete at the end of the semester, the course will be marked with a failing grade. If it is determined that the student has a reason for the lack of progress, an "I" (incomplete grade) may be assigned and a plan will be put in place with an expected completion date. Courses within 20% of completion may be extended for up to 2 weeks by the building and will be given an "I" - Incomplete grade and when completed the "I" grade will be updated with the actual grade. Students are expected to complete the course. However, on the final day, a

teacher can give credit if a student reaches at least 85% complete and has a passing relative grade. No course will be continued beyond the semester after assigned.

GPA

All online courses receive GPA weight.

Students whose high school transcript consists of 50% or more credits earned through virtual learning courses shall not be eligible for Valedictorian or Salutatorian honors at commencement exercises.

Dismissal

As the mission states, our HIVE programs are designed to help students reach successful graduation. The option is a privilege and students are informed of their responsibilities from the start.

There are two primary reasons that students are dismissed from the HIVE program. The first is repeated academic integrity problems (cheating, plagiarism, use of AI for answers, etc). The program allows a lot of flexibility and these problems are rare, but repeated or severe behavior issues are grounds for dismissal.

The second reason is lack of academic progress. If a student is not progressing academically, virtual programs may not be the right option for them.

Students are not generally dismissed until a natural break (semester, end of the year, end of the Summer). Courses that are close to completion (80% or more complete) may be left open for a short period of time (based on percentage left to complete, but not more than two weeks) to allow the student to earn whatever credits they can.

Course settings

Vendor Courses (Edgenuity IS, Michigan Virtual, Schoology approved classes, etc.) Vendor courses are set up based on the rules of the vendor. We do not control this and do not change any settings or content. The courses come with a Vendor teacher. Our team's role is mentor only. We unlock and monitor testing sessions and support students in the use of the program. We can make requests, if needed, to the instructor.

Academic dishonesty

Students are not allowed to use outside resources (including Google, Quizlet, AI) to answer questions on exams or assessments without teacher permission. Students are also expected to write their own essays, short answers, and projects.

Students are only allowed to work on their own account.

Consequences for academic dishonesty

- First offense: the assignment or unit will be reset

- Second offense: the assignment will be given a zero and the student will be warned they are risking losing the entire credit and dismissal from virtual programming.
- Third offense: the student will lose credit in the course and be dismissed from the virtual program.

Enrollment Process

In District-

Students who are already enrolled in Hillsdale Community Schools, must complete the application process. Students need to complete all questions, initial all agreements, and sign the application. A parent/guardian must sign the application, counselor must review and sign off on the application and the building administration will either approve or deny the application. When this process is complete, the application will be forwarded to the Director of the HIVE program who will either enroll the approved student or notify the student of the reason(s) they were not approved.

In District-

Students who are residents of the Hillsdale Community Schools area, but are not currently enrolled in HCS need to complete the enrollment process with the district office. Because they are enrolling to join the HIVE program, the application will be a part of the registration paperwork and only needs to be signed by the parent/guardian and approved by the building administration. When the registration process is completed, the Director of the HIVE program will receive the application and admit the student to HIVE.

Non-resident Schools-of-Choice

Students who are NOT residents of the Hillsdale Community Schools area must follow the Out-of-District process with the addition of the Schools of Choice application.

Once the enrollment process is complete and Schools of Choice is approved, the student's HIVE application will be forwarded to the Director of the HIVE program to complete the process.

Special Education and Online Learning

A student with an IEP will meet with the Special Education team to determine how to address accommodations in the virtual setting. IEPs are submitted to our vendor to be set up in the online courses. The plan for a student's education will be discussed prior to starting the HIVE program or any course work.