Brian G. Higgins, *Assistant Superintendent of Human Resources / Student Services* • bhiggins@pinckneypirates.org

Dear Student Applicant and Parent:

Thank you for applying for enrollment in the Pinckney Community Virtual School, an online learning program between the Pinckney Community Schools and Michigan Virtual School (MVS), a division of Michigan Virtual University. Online learning can be an exciting learning opportunity for a student who is motivated and committed to this type of learning environment. The Pinckney Community Schools is committed to making this a successful experience for all students accepted into the program.

Students enrolled in the Pinckney Community Virtual School program have the flexibility of learning anytime, anywhere, and at the pace that works best for them and their family. MVS provides an extensive catalogue of courses designed and taught by certified and highly qualified teachers. In addition to the instruction and support provided by MVS, Pinckney Community Virtual School provides a Mentor Teacher for each student to assist them in their online learning. The curriculum is designed to meet State of Michigan requirements culminating in a high school diploma. We operate on a semester schedule with students taking six courses each semester.

To apply for enrollment in the Pinckney Community Virtual School, please complete the forms attached and email (VirtualSchool@pinckneypirates.org) or fax (810-225-3909) to our attention:

- ☐ 2017/18 Application Form
- ☐ Essay Questions
- ☐ Online Course Readiness Survey
- ☐ Student Contract
- ☐ Technology Acceptable Use Policy
- ☐ Schools of Choice Application (if residing outside of PCS boundaries)
- ☐ A copy of your most recent and complete school transcript.

Once the application materials are received and reviewed, a representative of PCVS will contact the parent to set up an introductory meeting to discuss the program and the student's suitability for, and commitment to, online learning.

Thank you for your interest in the Pinckney Community Virtual School. We look forward to providing you with an enriching and rewarding online learning experience.

Sincerely,

Brian G. Higgins
Assistant Superintendent for Human
Resources/Student Services

Pinckney Community Virtual School
2017/18 Student Application Form

Please complete this form and return it to the designated school official.

Student Name: _____ ☐ Male ☐ Female

Grade in 2017/18: _____ Home Address: _____

City: _____ Zip: _____ Birthdate: _____

Name of Parent(s)/Legal Guardian(s)   Relationship   Phone Number

_____   _____   _____

_____   _____   _____

_____   _____
Parent/Guardian Email   Parent Cell Phone Number

Student Email: _____ Cell Phone: _____

Current Number of Credits: _____ GPA: _____ Year of Graduation: _____
   (Attach transcripts)

Do you have an IEP or 504 Plan? ☐ Yes   ☐ No

(The Pinckney Community Schools reserves the right to determine placement in the Pinckney Community Virtual School and whether a virtual school or "regular" school placement would be best suited to meet the student's individual needs.)

Why are you seeking a virtual school option? Check all that apply (Appropriate documentation may be required.)

☐ Accelerated Learning   ☐ Social/Emotional Issues

☐ Pregnant or Teen Parent   *Please specify:*_____

☐ Expelled   ☐ Medical Situation

☐ Long Term Suspension   *Please specify:* _____

☐ Working Student   ☐ High Interest/Low Enrollment Courses

☐ Other   *Please specify*: _____

   Please specify: _____

_____   _____
Student Signature   Parent/Guardian Signature

Date: _____

Pinckney Community Virtual School
Essay Questions
(to be completed by the student in their own writing)

Student Name: _____   Date: _____

Students: please respond to the questions stated below and turn in with your application.

1.   *Why should you be given consideration for acceptance into the Pinckney Virtual School program? What has occurred in your life to cause you to apply for a virtual school option? What are you willing to do to be successful? How will you benefit from this opportunity?*

2.   *Describe your time management and organizational skills. How do you organize yourself? How would you keep yourself on track for successful completion?*

Pinckney Community Virtual School

Online Course Readiness Survey

[Student Applicant: Please complete the survey below to help us determine placement in an online learning environment.]

Last Name: _____ First Name: _____

1. My technology access is best described as:
    - ❑   I have a computer at home with Internet access and I have my own e-mail account.
    - ❑   I have regular access to a computer with Internet access and I have my own e-mail account.
    - ❑   I do *not* have a computer or an e-mail address.

2. What type of Internet access do you have?
    - ❑   Dial Up
    - ❑   High Speed Cable
    - ❑   None

3. My technology skills are best described as:
    - ❑   I can use e-mail, web browsers, word-processing software, and can download files, and create attachments. I like trying to solve technology problems on my own and don't get frustrated easily.
    - ❑   I can use e-mail, web browsers and word processing software. I don't feel comfortable solving technology problems on my own.
    - ❑   I have used e-mail, web browsers and word-processing software, but I get frustrated when things don't work the way they should.

5. Face-to-face communication is:
    - ❑   Not essential to me. I understand that quality learning can take place without face-to-face interaction.
    - ❑   Important to me and I wonder about my ability to learn without being able to see the instructor or other students.
    - ❑   Essential and I can't learn unless I can interact in person with the instructor and other students.

6. When I need help in class:
    - ❑   I feel comfortable asking questions and asking for help when I need it.
    - ❑   I hesitate to ask questions of the instructor, but I will ask for help if I need it.
    - ❑   I don't like to ask questions or ask for help.

7. The amount of uninterrupted time I have to devote to an online class is:
    - ❑   15 hours or more per week, anytime during the day or night.
    - ❑   10 -15 hours per week, mainly at night.
    - ❑   Less than 10 hours per week.

Online Course Readiness Survey (continued)

8. I would describe my personal style as:
   - ❏ Self-motivated, self-disciplined and organized.
   - ❏ Motivated, but I need help remembering assignments and due dates.
   - ❏ Pretty disorganized -I need someone to motivate me and help me stay on top of my coursework.

9. When it comes to procrastination:
   - ❏ I rarely procrastinate.
   - ❏ I sometimes procrastinate, but I always get my work in on time.
   - ❏ I always procrastinate - I like to work under pressure.

10. My reading and writing abilities are:
    - ❏ I enjoy reading and writing and have confidence in my abilities.
    - ❏ I read well but I'm not comfortable expressing myself in writing.
    - ❏ I don't like reading and look for classes without a lot of writing assignments.

11. My critical thinking skills are best described as:
    - ❏ I can analyze class materials and formulate opinions on what I've learned.
    - ❏ I can sometimes analyze class materials and form opinions but it is a struggle for me.
    - ❏ Analyzing material is not something I do well.

12. Class discussions are:
    - ❏ Important to me and useful in helping me learn the information presented in class. Almost always participate in class discussions.
    - ❏ Somewhat important to my learning. I sometimes participate in class discussions.
    - ❏ Not very useful to me. I don't usually participate in class discussions.

13. When it comes to learning:
    - ❏ I welcome opportunities to learn new things and master new technologies.
    - ❏ I get nervous around technology, but I like to learn.
    - ❏ I get nervous around technology and would rather not use it.

14. I am considering taking an online course because:
    - ❏ I've taken an online course before and enjoyed the experience.
    - ❏ I'm curious about online classes and have room in my schedule.
    - ❏ I need the class for a graduation requirement or job situation and I can't fit it in to my schedule

15. I think an online class:
    - ❏ will be a breeze and easy to complete.
    - ❏ may be difficult but I am capable of handling it.
    - ❏ will be difficult for me and I will need a lot of help.

16. If I have problems with the course work or technology, I:
    - ❏ always have someone who is available to help me.
    - ❏ usually have someone available to help me.
    - ❏ sometimes have someone to help me.
    - ❏ never have someone to help me.

Pinckney Community Virtual School
2017/18 Student Contract

Student Name: _____   School: _____

Student Policy: Due to the uniqueness of the Pinckney Community Virtual School program and the online learning environment, certain standards and behaviors are expected of students enrolling in this program. This policy is intended to make both the students and parents aware of these expectations.

As a student enrolled in the Pinckney Community Virtual School program, I am aware that:

1. It is a privilege to participate in this program and, therefore, I am expected to adhere to the highest codes of conduct and integrity as a representative of my school district.

    a. I am required to log in and make progress on coursework regularly; preferably daily. **Failure to login regularly and complete work regularly may mean dismissal from the program.**

    b. I will make two-way communication with the Pinckney Community Virtual School mentor teacher weekly, as required by the State of Michigan. Failure to meet this weekly two-way communication requirement will mean dismissal from the program. [Note for parents: this communication **must** be between the student and the mentor, not the parent, per State of Michigan rules.]

2. I understand that it is my responsibility to have access to the Internet when working on the courses outlined in my Pinckney Virtual School program. If I have difficulty with access, I will contact the school to make alternative arrangements.

3. I will adhere to the school's timelines for completion of course requirements. The district's policies will take precedence in meeting program requirements as dictated by the Department of Education.

4. Certain standards are expected of me as a student. Inappropriate use of the Internet associated with attendance in this program will not be tolerated. All terms outlined in the district's Acceptable Use Policy (AUP) apply as well.

5. Anything I do in the courses taken can be retrieved and monitored by the mentor at anytime.

6. I will complete the Online Learning Orientation Tool (olot.mivu.org) to prepare myself for a successful online learning experience. Completion includes finishing the 4 OLOT assessments and printing off the Certificate of Completion and forwarding to Pinckney Community Schools (or fax to 810-225-3909).

7. Course procedures that must be followed are:

    a. I must communicate with my on-line teacher (MVS) on a regular basis.

    b. I must not inappropriately use information within the course.

    c. I must follow all other rules as specified by the district, mentor and on-line teacher, including doing my own work, i.e. no plagiarizing or copying someone else's work.

8. Attendance for weekly contacts is mandatory. If an absence is unavoidable and reasonable, the student must contact the mentor prior to the meeting and reschedule the meeting/communication at the Mentor's convenience. Failure to meet the two-way communication requirement is grounds for immediate dismissal from the program.

Student Contract

9. I agree to login on the Fall (October 4, 2017) and Spring (February 14, 2018) Count Dates and the 9 school days after each Count Date. Failure to do so, without prior knowledge/approval of the Pinckney Community Virtual School program, will be considered a voluntary withdrawal by me from the program and cancellation of all courses through this program.

10. I will be committed to the courses, adhere to the course schedules as prescribed, and I understand that drops will be allowed only as outlined by MVS and the Pinckney Community Virtual School add/drop policy.

11. I understand that the courses will be listed on my transcript. The grade assigned will be part of my record and will be included in my cumulative Grade Point Average (GPA).

Consequences for Violations:

1st offense: I will be given a verbal warning. My parents will be notified.

2nd offense: I will be given a written warning. My parents will be notified.   I may be removed from the course/program.
Severe Misconduct:

Regardless of whether the offense is a first time offense, I <u>will be</u> removed from the course and/or program for severe misconduct with a grade of "Failing" and will fall within the jurisdiction of reassignment to on-campus classes at my local school.

Signatures

Student Acknowledgment 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 guidelines as stated**.**

Student Signature	Date

Parent/Guardian** **Acknowledgment and Understanding:
I have read and understand the student policy and stated expectations for my child and agree to support the Pinckney Community Virtual School program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore I will use my login to monitor and support my student in his/her studies. I agree to attend the Fall Pinckney Virtual School Parent Meeting. 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 is vital to my student's success. I understand acceptance into this program is a privilege and my child must maintain the contract and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

Parent/Guardian Signature	Date

Pinckney Community Schools
Technology Acceptable Use Policy

POLICY
Use of the technology within Pinckney Community Schools is a privilege extended to students and staff for learning and the exchange of information. Technology users shall read the *Privilege, Responsibilities, Disciplinary Action and Limit on District Liability* statements. Students are required to review this policy with parents and all users are required to sign the section *User's Responsibility Declaration* at the bottom of this form or on the student's emergency card prior to access.

PRIVILEGES, RESPONSIBILITIES & DISCIPLINARY ACTION

PRIVILEGE
Users may access available technology to facilitate learning and enhance educational exchange. Access to the Pinckney Community Schools' technological resources is a privilege, not a right. All users of these resources must abide by the rules set forth in this policy, general school rules and additional rules as may be established by the District.

RESPONSIBILITIES
1. Users are responsible for utilizing District technology only for facilitating learning and enhancing educational information exchange based on District curriculum and instructional goals.
2. Users must comply with District technology etiquette including rules regarding: the Internet, the conservation of time, file space and unauthorized use.
3. Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users without District authorization.
4. Users are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the district's computer system and to inspect individual files. Users should not expect that their communications on the system are private.
5. Users must not access, display or transmit pornography, obscenities or other material deemed inappropriate for educational purposes. The district maintains software filters that block access to visual depictions that are obscene, depict child pornography, are harmful to minors, or are deemed inappropriate for minors. However, the district does not guarantee that school officials will monitor or control user access to such materials or that users will not have access to such materials while using the District's technological resources.
6. Users are responsible for properly using and caring for District technology including hardware and software. Any use which infringes upon or compromises the legitimate educational uses of the District's technological resources or which jeopardizes resource availability of other users is prohibited.
7. Users are responsible from installation of computer viruses on District equipment. Users are responsible for using the virus protection software maintained on the network to further prevent the transfer of computer viruses to District equipment.
8. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and in the transmitting or copying of text or files on the Internet, or from other resources. Users must also comply with all other applicable laws, both state and federal with respect to their use of the District's technological resources.

DISCIPLINARY ACTION
Users may be disciplined for violating any of the above technological responsibilities as well as other school policies or rules developed by the District. Users may be disciplined for any improper or prohibited activity including, but not limited to:
>   Using a computer ID other than his/her own;
>   Modifying or defacing hardware or software;
>   Improperly exiting established menus or applications;
>   Using District technology without authorization;
>   Using software prohibited in labs and classrooms.

Users will be required to make full financial restitution for any damages or unauthorized expenses that the District incurs from violation of this agreement.

Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the District disciplinary policy.

Users found in violation of the Technology Acceptable Use Policy may be subject to the following suspension or revocation of access privileges or other disciplinary actions deemed appropriate by the district:

> First Offense: The loss of District technology for nine weeks. The offense will be recorded in the user's file. The user will review the Acceptable Use Policy and re-sign it before privileges are reinstated.

> Second Offense: The loss of all technology privileges for the remainder of the school year.

Limit on District liability: The Pinckney Community Schools makes no warranties of any kind, whether express or implied, regarding the use of its technological resources, including, but not limited to, loss of data resulting from delay, non-delivery or any service interruption. Furthermore, the district is not responsible for any damage to user's hardware or software incurred from a computer virus or other malfunction of the District's computer system or other technological resources. The Pinckney Community Schools shall not be responsible for any claims for damages arising from the use of the District's technological resources.

USER'S RESPONSIBILITY DECLARATION

I have read and understand the attached Pinckney Community Schools Technology Acceptable Use Policy. I agree to abide by the policy as well as other rules which may be established by the District from time to time. I further agree to use the District's technological resources in a reliable fashion while honoring all relevant laws and restrictions.

_____   _____
User Signature   Date

_____   _____
Parent/Guardian Signature   Date

Anyone under 18 years of age, a signature from parent or guardian is required.

Schools of Choice Program

Interdistrict Schools of Choice Program:

- The Pinckney Community Schools is accepting applications for enrollment from students in grades K -12 who do not reside within the Pinckney Community Schools boundaries pursuant to Section 105 and 105c of the State Aid Act.

- There are an unlimited number of enrollment spaces available for 2017/18 in grades K-12. (excludes Alternative Education High School and is limited to 25 slots in the grade 9-12 Virtual School programs)

- There is no tuition charge for students accepted for enrollment under this program.

- The Pinckney Community Schools and the home district (if student resides within a contiguous intermediate school district) must have a written agreement to provide a free and appropriate public education, including responsibility for payment of added costs, for any student eligible for and/or receiving special education programs and services, prior to enrollment acceptance.

- Students do not need a release from their home district if accepted for enrollment in the Pinckney Community Schools under Schools of Choice.

- Transportation will be the responsibility of the parent/guardian. Parents may utilize an existing Pinckney Community Schools bus stop that is near their residence.

- Applications may be submitted beginning March 10, 2017 through August 31, 2017. Applications submitted after August 31st through the first week of school will be considered after those who have applied within the timelines have been placed, and subject to available space at the applicable school building.

  (Note: Slots are generally available up through the first week of the 17/18 school year)

DIRECTIONS:

1. Parent/Legal Guardian needs to complete the attached form and sign on the appropriate line. [If the parent/legal guardian is requesting participation in the Interdistrict Schools of Choice Program for more than one student in the family, a separate Application Form should be completed for each student.]

2. Mail, fax (810-225-3909), email (soc@pinckneypirates.org) or drop off the completed form to the Pinckney Community Schools Board of Education Office, 2130 East M-36, Pinckney, Michigan 48169.

3. If you have any questions or would like assistance with the Interdistrict Schools of Choice Program, please contact Brian Higgins, Assistant Superintendent for Human Resources and Student Services, at (810) 225-3900.

PINCKNEY COMMUNITY SCHOOLS
INTERDISTRICT SCHOOLS OF CHOICE PROGRAM

APPLICATION FORM FOR SCHOOL YEAR 2017/2018

PLEASE PRINT

Student Name_____ ☐ Male ☐ Female
　　　　　　　　　First　　　　　　　　　　　　　Last

Address _____
　　　　　　　Street　　　　　　　　P.O.Box　　　　　　City　　　　　　　Zip

Date of Birth _____ **Grade in Attendance for 2017-18 School Year** _____

If Requesting an Elementary School, please list 1ˢᵗ and 2ⁿᵈ choice.

　　1ˢᵗ Choice_____ **2ⁿᵈ Choice**_____

School Currently Attending_____

Home School District _____

Has the student been suspended from school in the last two (2) years? Yes_____   No_____

If yes, please explain _____

_____

Does the student qualify and/or receive special education services?   Yes_____   No_____
If yes, and services needed are other than speech, please attach the most recent IEP.

NOTE: Acceptance for enrollment shall not be granted or refused based upon religion, race, color, national origin, sex, height, weight, marital status or athletic ability. However, should special education services be required, the Pinckney Community Schools must develop a written agreement for services, including added costs, with the resident district.

Parent or Legal Guardian (Please Print)_____

Home Phone _____ **Work Phone**_____

Email Address _____

Please read and sign: I am applying to have my son/daughter attend the Pinckney Community Schools under the Interdistrict Schools of Choice Program. I have read the program description and understand the procedures outlined. In order to process student's application, I give my permission to the Pinckney Community Schools to receive student record information from my student's current or previous school(s), in regards to academic, disciplinary, and special education (if applicable) records. This permission is given pursuant to the Family Educational Rights to Privacy Act (FERPA).

_____ 　　_____
Signature of Parent/Legal Guardian　　　　　　　　　　　　　　Date

_____ 　　_____
Signature of Student (if 18 or over)　　　　　　　　　　　　　Date