



Tiger Virtual Learning Academy

Student Enrollment Packet

Motivate, Educate, Graduate

www.greenwaysacademy.com

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Tiger Virtual
Learning
Academy

Hello!

Welcome to the Tiger Virtual Learning Academy of Alcona Community Schools! Alcona Community Schools will be overseeing your attendance and participation in your courses; Greenways Academy will provide your online courses and your teachers. For over 20 years, the mission of Greenways Academy's online school has been to provide quality education services to assist you in being successful. Our mantra, *Motivate, Educate, Graduate*, is the cornerstone of Greenways Academy.

We bring you a personal world of education – rich in multimedia content in an online environment.

Lectures are delivered via the courseware where you have the playback control. The school is designed to allow you to work as fast as you want or to go over the material as much as you need so that you know it. Where possible, pre-tests are used to allow you to focus on what you need to learn, not what you already know. You test when you are ready. While there is no set daily schedule, there is a timeline that you need to follow to satisfy the state of Michigan's requirements for online classes and there is a course end date that you need to meet. The progress status bar lets you know if you are on track or not.

Your teachers are certificated in the course material and are there to grade and provide feedback. They will support and encourage you, accessing your performance in your progress reports which come out monthly.

Like a traditional classroom, there will be expectations for you to stay on track with your course completing activities every week and being in communication with your Alcona contact and with your teachers every week. Unlike the traditional classroom, lecture and coursework can be accomplished together. **Please remember you are to work in your class every week. Michigan expects you to complete your coursework each semester.**

It is our goal that this environment works well for you and allows you to excel in your learning and coursework. Take full advantage of the communication opportunities you have with your teachers. It will make your course completion and success easier for you.

We look forward to seeing you in school!

Sincerely,

Brenda Christy
Director, Online Schools
Greenways Academy

2020 – 2021 School Year Calendar

2020-2021 Enrollment Begins*	6/1/2020
Tiger Virtual School Year Begins	8/31/2020
Last Enrollment Date for 1 st Semester ¹	9/11/2020
Last Drop Date for 1 st Semester ²	9/11/2020
Thanksgiving Holiday ³	11/26/2020 - 11/29/2020
Tiger Virtual Winter Holidays ³	12/19/2020 - 1/3/2021
Tiger Virtual 2 nd Semester Begins	
Last Enrollment Date for New Courses or 2 nd Semester ¹	1/15/2021
Last Drop Date for 2 nd Semester ²	1/15/2021
Tiger Virtual Spring Break ³	3/27/2021 - 4/4/2021
Tiger Virtual School Year Ends	6/8/2021

¹ Students can add courses up until enrollment cutoff dates for each semester.

² Students can drop courses up until enrollment cutoff dates for each semester.

³ No teacher/student communications are required for these weeks.

Member Schools can enroll students directly into Greenways Academy via the Greenways Academy SIS (<http://app.greenwaysacademy.com>). Enrollment forms can be downloaded from and uploaded directly into the Greenways SIS. The system is easy to use. Instructions are available online. Our Business Manager, Bob Gold (bob@greenwaysacademy.com), can walk you through its operation and answer any questions.

Alternatively, member schools can email enrollment paperwork to michigan@greenwaysacademy.com or fax to 314-228-0245.

Enrollment Packet Instructions 2020-2021 School Year

All students enrolling in this program are required to fill out all of the enrollment forms regardless of whether or not they are physically in attendance at Alcona schools.

The state of Michigan expects that all courses taken through this program are for credit and a grade will be posted on the student's transcript. Courses will be completed in a normal time frame – a semester of material will be completed within a semester's time. Work will be done weekly in every course and students will report attendance and participation weekly.

General Information:

- Completed, signed Enrollment Forms can be submitted to Greenways Academy by:
 - Your school enrolling and uploading the enrollment forms to the Greenways Academy Student Information System. Schools can contact Bob Gold (bob@greenwaysacademy.com) for access and instructions.
 - Fax - 314-228-0245.
 - Email Michigan Admissions Specialist (michigan@greenwaysacademy.com).
- **A copy of an official birth certificate is required for enrollment. This official ID must be provided to complete enrollment.**
- **Does your student have an IEP or 504 plan?** Please forward a copy with the enrollment forms.

Registration Form

- Fill in all sections.
- Student name on the form must match the name on their legal id. No nicknames.
- Make sure all written information is readable.
- Signature required on middle of page and at the bottom.

2020-2021 Academic Plan

- Student name on the form must match the name on their legal id. No nicknames.
- When entering the Student Email Address, please ensure it is the **CORRECT EMAIL ADDRESS** and that it is an email address that the student checks on a regular basis. **ALL** important course information (Welcome Letter with login instructions, teacher communications, etc.) will be sent to this email address. This email address is critical for the success of the student. Students can expect to begin receiving communications to this email address starting the week they receive their Welcome Letter.
- Enter the courses the student wishes to take. Indicate which semester is being signed up for.
- Enter planned start and end dates. Choose the dates wisely. These dates will be used when setting up the course. Greenways requires that the student spends **at least 5 hours per week**. The student's progress will be measured against their pacing for monthly satisfactory or unsatisfactory progress.

Online Contract

- Student name on the form must match the name on their legal id. No nicknames.
- Please complete the form.
- To be read and signed by **the parent and the student**.

Academic Policies

- Read the Academic Policies. Student, parent and school counselor are to sign and date.

Code of Honor

- Student name on the form must match the name on their legal id. No nicknames.
- Please read the form. Student signature is required.

Top 9 Things To Remember When Taking Greenways Academy Courses:

1. Always save your work as you go. Making copies is a good practice as well. Computers still glitch.
2. Technical requirements can be found on our website: www.greenwaysacademy.com at the bottom of any page. This is available as a first step in troubleshooting.
3. Remember the honor code. No plagiarism, no cheating.
4. If you have problems email your teacher or the Director (See information below).
5. When you finish a class, you, your teacher, or your school counselor may contact the Registrar to request a transcript. Requests can be made on the Greenways Academy website: www.greenwaysacademy.com
6. Log in every day. If you get stuck, ask your teacher but keep going with the lesson.
7. Use Natural Reader (www.naturalreaders.com) for text to speech if there is too much on the screen to read.
8. To ensure completion of a course, follow the course plan in your Written Student Learning Plan.
9. If asked to redo a lesson you must submit original work to receive credit.

Important Information:

Grading Rubric The grading rubric can be found in each course. Students may also get specific information from their teachers about grading scales.

Teacher Information All Greenways Academy Teachers are certified in the subject that they teach. Students should message/email their teachers for assistance with lessons.

Transcripts All Transcript requests are handled by the Registrar. Requests can be made from the Greenways Academy website: www.greenwaysacademy.com

Contact for Support Students may contact our support staff in the main office anytime. The phone number is 314-432-7534. Students may email questions or concerns to the following administrators.

Director, Online Schools	Brenda Christy	brenda@greenwaysacademy.com
Alcona Registrar	Kasey Cordes	cordesk@alconaschools.net
Admissions, Greenways Academy		michigan@greenwaysacademy.com
Courseware Support	Emily Shelton	emily@greenwaysacademy.com

ALCONA REGISTRATION FORM

DATE _____

Has your child ever attended Alcona Schools? Yes No

Student Name _____
Last First Middle

Entering Grade _____ Sex M F Birth Date _____

Ethnic Code: Native Am. Hispanic Asian Caucasian African Am. Other

Address _____
Street City Zip

Adult Male Residing in Home: _____ Cell # _____

Workplace _____ Work Phone # _____

Adult Female Residing in Home: _____ Cell # _____

Workplace _____ Work Phone # _____

Parent Living Elsewhere: _____ Phone # _____

Address: _____

Special Services your student received at previous school: (check all that apply)

Speech Special Education Social Worker Title I Other

I affirm, that as parent/legal guardian, all information provided is true and accurate, and that my child and I reside at the listed address. I understand any false information provided by me may be subject to legal penalties for perjury.

Parent/Guardian Signature

Date

Alcona Community Schools Online Contract

Student Name: _____ Grade: _____

Building: _____ Greenways Academy _____

The Intent of this contract is to outline the standards and behaviors that are expected of students who choose to participate in one or more online courses. This contract also provides details as to how parents can support the online learning experience and the student and parent can expect from the school district.

Student Expectations

- Adhere to the code of conduct of your school and behave with integrity and honesty while participating in an online class.
- Read and acknowledge the district Acceptable Use Policy regarding technology and the internet.
- Participate in each online course at least an hour per day per course, or more if needed, to maintain pace.
- Attend mandatory meetings at school as required. Such days might be for orientation, pupil accounting, or for proctored tests and exams.
- Communicate with your online instructor and mentor in a professional and respectful manner.
- Acknowledge that the school district has full and complete access to the work submitted or the comments posted within the online course.
- Seek help from the online instructor or course provided as needed.

Parent Expectations

Parents, because you have formally offered your support of this online experience, we would like you to help us and your student by doing the following:

- Ensure that your student has the necessary equipment and internet access to participate in the online course.
- Provide your student with a safe and appropriate place to work while at home (may require parent provided transportation).
- Ensure that your student has sufficient time in his/her schedule to work each day in the course.
- Confirm with the school counselor or principal that the chosen course of study is consistent with your student's plan for graduation.
- Become familiar with the means by which you can receive progress reports and never be afraid to ask your student to you his/her course work and progress.
- Encourage your student to seek help when stuck or frustrated.
- Ensure that all tests and work is done by your student without the aid of others.
- Be aware of all course deadlines and pacing guides.
- Communicate academic concerns with online instructors as needed.

District Expectations

Parents and students can expect the following from their district and its employees:

- The school will develop an application and readiness process which will help students and parents make an informed decision and choosing to enroll in an online course.
- A school counselor or principal will meet with each parent and student to discuss this decision and determine if the course fits with the student's graduation plan.
- The school will translate the course score given by the course provider into a grade and include it on the student's transcript (secondary courses). This will include incomplete (I) or Failures (F).
- If the student has an active 504 Plan or IEP, the district will help determine if the accommodations and support can be delivered virtually or would have to be modified.

Students and parent fully acknowledge that success is largely dependent upon the work and effort put forth by the students. Students who are not successful may fall off pace to graduate and have to pursue other means to make up the credits.

Acknowledgement and Understanding

I have read, understand, and acknowledge all of the expectations and policies set forth in this contract as stated:

Student Signature **Date**

Parent Signature **Date**

School Official Signature **Date**

Greenways Academy Academic Expectations & Policies

Greenways Academy strives to ensure student success while complying with Michigan state regulations. State-funded programs are governed under Michigan state laws. Continued enrollment is contingent on abiding by these laws.

Expectations

The following expectations are in place for student enrollment.

- The state of Michigan requires all courses taken through this program be for credit. A grade will be posted on the student’s transcript.
- Courses are to be completed within a standard school time frame – a semester of material will be completed within a semester’s time.
- Every student enrolled in online courses is required to communicate weekly with the Alcona attendance person and make weekly course progress.
- At the beginning of each semester, the Alcona school district attendance person will set up a video conference time with students for attendance check-in and for students to communicate courseware progress made from the prior week. This attendance, progress and communication must occur weekly. If the student is absent during their normal attendance check-in, it must be made up as soon as the student returns to school.
- Students are expected to work a minimum of 5 hours per week per course (1 hour per day per course) and submit work for each course every week. The course syllabus provides pacing guidance for the course.
- Appropriate progress towards completion in a course is required. Please inform Greenways Academy of any medical issues that would prevent a student from completing their weekly coursework.
- The number/email address included on the student’s Academic Plan will be used for student/teacher communication.
- Every student can communicate with their instructor as needed. The instructor will promptly answer questions, graded submitted work and is available Monday - Friday on school days.

Policies

The following policy have been implemented to facilitate compliance.

- In order to meet the requirements of Michigan state law regarding online or alternative school environments, **failure to communicate, failure to meet weekly course work requirements or failure to report progress in coursework to the attendance person will result in withdrawal from the Greenways Academy program.** Students must do this for every class they are enrolled in for the entire time they are enrolled in the course.

Student Name – Please Print

Student Sign and Date

School Counselor Sign and Date

Parent Sign and Date



Code of Honor

***Honesty** is a value that holds each person to the truth, to tell the truth, and to defend the truth. Honesty results in fairness for each member of Greenways Academy. **Integrity** is firm adherence to our values with and without the presence of others. **Respect** is treating others as we would like to be treated. In an environment of respect, work we turn in as our own is our own. **Responsibility** is the quality of being accountable for our actions and accepting the consequences of our actions. The **Code of Honor** is a physical representation of the values that Greenways Academy students should encompass. At any educational institution, a code of conduct must be established so that people, instructors and students alike, know the proper way to behave. The behavior students acquire through their actions is the most valuable gift they can carry with them after graduation, and it is the most valuable gift any educational institution can give. Formulas and facts can carry students only so far in life. True success lies in one's desire to be good for the sake of being good and doing the right thing, even when no one is looking. The Code of Honor is not meant as an imposition, but rather as a standard to which all students and faculty should be held. At Greenways Academy, we push each other to higher academic achievement; this code asks that we hold each other, with the same rigor and passion in academics, to a standard of integrity and of personal achievement.*

Greenways Academy Standards

Enrollment at Greenways Academy requires adherence to a certain set of standards. Our standards include the expectation that no student will engage in the following unacceptable behaviors as defined by the course instructor and this document.

- A. Academic Cheating
- B. Plagiarism
- C. Fabrication
- D. Obtaining an Unfair Advantage
- E. Aiding and Abetting Dishonesty
- F. Falsification of Records and Official Documents
- G. Unauthorized Access to Academic or Administrative Records or Systems

If a student is unclear as to whether or not his or her action(s) are in violation of the Code of Honor, then it is the **student's** responsibility to clarify any ambiguities with the appropriate administrator or instructor.

Student Responsibilities

- To complete all academic work honestly and independently, except in those instances in which an instructor clearly permits collaboration among students, for example, assigned group projects. (See "Academic Cheating").
- To acquaint themselves with the meaning of plagiarism, to learn how to properly cite sources used in written work, and to consult with instructors regarding the allowable resource materials or aids to be used during tests or in the completion of any graded work.
- To refrain from revealing any information regarding the contents of a test, directly or indirectly, to

any other student who may subsequently take the same test.

- To refrain from the fraudulent or unethical use of computers
- To refrain from personal dishonesty as more fully defined in this Code of Honor.

ACADEMIC CHEATING

Cheating involves a willful and fraudulent act on the student's part to provide work and/or answers that are not their own. It includes, but is not limited to, the following:

- Looking up answers to test or assignment questions on the internet.
- Copying answers from another student's quiz or test or allowing another student to copy answers from a quiz or test.
- Orally communicating answers during a test or quiz.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Using unauthorized materials during a test or quiz.
- Gaining access to test questions or answers before a test without permission of the instructor.
- Violating test or assignment procedures established by the instructor.
- Collaborating with others or with written materials in take-home assignments unless expressly allowed to do so by the instructor.

PLAGIARISM

Plagiarism is a situation in which one leads a reader to believe that written work submitted by the student is his own writing when it is not. Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part or all of another person's work and presenting it as your own.
- Submission of papers or reports from commercial research companies, including on-line sources.
- Copying portions of a text without crediting sources.
- Rephrasing another person's ideas and presenting them as your own without crediting sources.
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to an instructor as one's own work.

PERSONAL DISHONESTY

In addition to all of the above behaviors, personal dishonesty includes, but is not limited to:

- Stealing the personal belongings of an instructor or another student.
- Destruction or abuse of school property.
- Failure to report instances of theft or destruction of school property.

Instructor Responsibilities

- A. Address the degree to which students may collaborate on the completion of assignments, making distinctions where necessary as to assignment types
- B. Address the use of study aids (e.g. Cliffs Notes, Online Websites, etc.) in course work
- C. Clearly identify unacceptable academic behaviors in student's submitted work
- D. Sanctions

It is our goal to educate students as to the gravity of honor violations. Students who are found to be in violation of the student Code of Honor will be sanctioned and will face disciplinary action and possible expulsion from Greenways Academy. Matters of Honor will be treated seriously and the following

guidelines will be a reference for the administration in sanctioning Honor violations; however, each case will be examined individually and responded to in an appropriate manner.

- Instructors will deal with violations of these academic standards on an individual basis.
- All serious instances of academic dishonesty will be reported to the appropriate school administrators.
- The first serious violation of academic integrity may result in a reduced grade for the assignment, test, lab report, or quiz.
- The second violation of academic integrity may result in a failing grade in the course in question.
- The third violation of academic integrity may result in suspension from school and possible expulsion, as determined by a joint decision of Greenways Academy and appropriate school administrators.

The below signature indicates that the individual has fully read and understood the Code of Honor as the accepted standard for all academic work related to Greenways Academy.

Student Name (please print): _____ Grade: _____

Signature: _____ Date: _____

Parent/Guardian Name (please print) _____

Signature: _____ Date: _____