Thank you for considering the Berrien Springs Virtual Academy for your high school experience. The Virtual Academy was born out of the need to have a program that allows students flexibility in their life due to a number of different circumstances. For years the college world has used online learning to give students the flexibility they need to complete courses and be academically successful. We have brought that same concept to the high school level.

VISION
Inspiring and equipping students to realize their aspirations after graduation through flexible learning opportunities.

MISSION
- Build strong interpersonal relationships
- Provide challenging, rigorous curriculum
- Access to extracurricular opportunities
- Focus on college and career preparation
- Highly qualified, certified instructors available for on-site support

You will be pleased to see that we have put together a wonderful online program that students can complete from home. Our courses are of the highest quality and reflect the values of the Berrien Springs Public School district and community. We are committed to continually improving upon our program as new technologies and techniques arise. Due to our commitment to excellence, we are confident that our students will graduate equipped with the tools to be successful in life after high school.

If you have any questions regarding our program please feel free to give us a call at 269-473-0500. Our office hours are Monday – Friday, 7:30am-4:00pm. We welcome the opportunity to meet with you and answer any questions you have.

“Together, inspiring students to think, learn, achieve and care in a global community.”
Frequently Asked Questions (FAQ)

If a student graduates from the Virtual Academy will they actually receive a true Berrien Springs diploma?

Students receive a fully endorsed Michigan Merit Curriculum diploma so long as they take the required state exam and complete the graduation credit track.

Are there textbooks that go along with the curriculum?

All of our materials are online and free to you.

Does my student have to take all the classes online?

No, your student can take a mix of online and on-campus classes in whatever proportion they wish. This program is about choices and flexibility for parents and students.

Does my student have to ever physically be on campus?

Yes. We believe face-to-face interaction is still important. We require occasional attendance.

Is there a minimum amount of time the student must be online for the program?

We require the students to work actively online for 4 hours per week per class or a minimum of 30 hours per week for a full-time student. This is equivalent to taking classes on-campus.

If a student is having some problems in a subject area, is there help available?

A mentor teacher will be available in-person, by email, or phone for questions related to online content.

Approximately how long does it take to complete one course?

Each class is measured so that it would take one full year to complete for full credit courses. Half credit courses take a semester to complete. Based on a student’s skill level and knowledge, he or she may finish early.

Is a Virtual Academy student eligible to try out for a Berrien Springs High School sports team, i.e., the baseball team, basketball team, etc.?

Unfortunately we are currently unable to offer sports participation to our full-time students. However, we do offer participation in many of our non-athletic extracurricular programs such as robotics.

“Together, inspiring students to think, learn, achieve and care in a global community.”
Course Offerings 2014-2015

Berrien Springs Virtual Academy

VISION

Inspiring and equipping students to realize their aspirations after graduation through flexible learning opportunities.

MISSION

- Build strong interpersonal relationships
- Provide challenging, rigorous curriculum
- Access to extracurricular opportunities
- Focus on college and career preparation
- Highly qualified, certified instructors available for on-site support
Virtual Course Offerings

These are our base courses. These are tutorial style courses in which students receive support from certified teachers.

<table>
<thead>
<tr>
<th>Math</th>
<th>Science</th>
<th>Electives</th>
<th>World Languages*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Algebra</td>
<td>Earth Science*</td>
<td>Health* (.5 cr)</td>
<td>Chinese (Mandarin)</td>
</tr>
<tr>
<td>Algebra I*</td>
<td>Life Science</td>
<td>Lifetime Fitness* (.5 cr)</td>
<td>French</td>
</tr>
<tr>
<td>Geometry*</td>
<td>Physical Science</td>
<td>Psychology (.5 cr)</td>
<td>German</td>
</tr>
<tr>
<td>Algebra II*</td>
<td>Biology*</td>
<td>Sociology (.5 cr)</td>
<td>Spanish</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Chemistry* or Physics*</td>
<td>Consumer Skills (.5 cr)</td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
<td></td>
<td>Career Skills (.5 cr)</td>
<td></td>
</tr>
<tr>
<td>Math Models &amp; Applications</td>
<td></td>
<td>Strategies for Academic Success (.5 cr)</td>
<td></td>
</tr>
<tr>
<td>Financial Math</td>
<td></td>
<td>Introduction to Art (.5 cr)</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
<td>Art History (.5 cr)</td>
<td></td>
</tr>
<tr>
<td>HS World History*</td>
<td></td>
<td>Computer Applications- Office 2007* (.5 cr)</td>
<td></td>
</tr>
<tr>
<td>HS US History*</td>
<td>Science</td>
<td>ACT Prep (.5 cr)*</td>
<td></td>
</tr>
<tr>
<td>Geography*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics* (.5 cr)</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civics* (.5 cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts 9*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts 10*</td>
<td>Science</td>
<td></td>
<td></td>
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<tr>
<td>Language Arts 11*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts 12* (.5 cr)</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literacy and Comprehension I</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literacy and Comprehension II</td>
<td>Science</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*REQUIRED FOR GRADUATION
Project Lead The Way

Project Lead The Way (PLTW) is the nation’s leading provider of STEM (Science, Technology, Engineering, Math) programs in K-12 schools. The world-class curriculum and high-quality teacher professional development model, combined with an engaged network of educators and corporate and community partners, help students develop the skills necessary to succeed in our global economy. PLTW’s success in preparing students with the knowledge and skills they need to succeed has been recognized by colleges and universities, Fortune 500 businesses, and numerous national organizations. The opportunities for students through PLTW are nothing short of amazing!

PLTW at Berrien Springs Public Schools– Engineering

PLTW Engineering is more than just another high school engineering program. Students apply engineering, science, math, and technology to solve complex, open-ended problems in a real-world context. Students focus on the process of defining and solving a problem, not getting the "right" answer. They learn how to apply STEM knowledge, skills, and habits of mind to make the world a better place through innovation, using industry-leading technology and software, similar to what is used in the world’s top companies. The challenging field of engineering comes alive with PLTW.

PLTW at Berrien Springs Public Schools – Biomedical Sciences

The PLTW Biomedical Sciences program is a sequence of courses following the hands-on, real-world, problem-solving approach to learning. Students explore the concepts of human medicine and are introduced to bioinformatics, including mapping and analyzing DNA. Through activities, like dissecting a heart, students examine the processes, structures and interactions of the human body, often playing the role of biomedical professionals to solve mysteries. Think CSI meets ER. They also explore the prevention, diagnosis and treatment of disease working collaboratively to investigate and design innovative solutions for the health challenges of the 21st century such as fighting cancer with nanotechnology.

Project Lead The Way has limited slots and there is an application process. For more information, please see one of our team members.
Students must have completed one year of the Virtual Academy in order to access these courses. Students must have maintained at least a 2.5 GPA and have demonstrated the ability to stay current in online courses in their time at the Virtual Academy. Some courses may also have individual prerequisites. Transportation is the responsibility of the student and parent.

**Arts and Communication**
- Dance Exploration
- Graphic Arts/Visual Imaging
- Media Communications
- Music Theory

**Business Management and Marketing Technology**
- Accounting/Finance
- Management Support
- Marketing
- Network Administration/CISCO
- Web Design

**Engineering, Manufacturing, and Industrial Technology**
- Automotive Technology
- Cabinet/Furniture Making
- Building/Construction Trades
- Drafting/Design
- Electronics
- Green Energy Fabrication
- Machine Trade and Tool Operations
- Welding and Cutting

**Health Science**
- Allied Health
- Certified Nursing Assistant
- Emergency Medical Technician
- Pharmacy Tech
- Professional Health Careers Academy
- Sports Medicine

**Human Services**
- Early Childhood
- Cosmetology
- Criminal Justice
- Firefighting
- Hospitality and Culinary Arts
- Teacher Cadet

**Agriscience and Natural Resources**
- Agriscience
Dual Enrollment

Berrien Springs Virtual Academy will pay up to $600 per course on college courses. Students may take up to two courses at a time. This gives students the advantage of earning college credit while attending high school. Students typically enroll in Lake Michigan College or Southwest Michigan College in order to complete some of their basic college courses.

Students must be 11th or 12th graders. They must have also successfully passed the PLAN or COMPASS test according to each college’s requirements. Students must have maintained at least a 2.5 GPA and have demonstrated the ability to stay current in online courses in their time at the Virtual Academy. Some courses may also have individual prerequisites.

Transportation is the responsibility of the student and parents. Please note that some universities do not accept credit from courses in which students earn both high school and college credit. Please see an advisor for Co-Op and Internships

Students have the opportunity to work directly with employers during their 11th and 12th grade year in order to gain experience in their declared career pathway.

Students must have completed one year of the Virtual Academy in order to access these courses. Students must have maintained a 2.5 GPA and have demonstrated the ability to stay current in online courses in their time at the Virtual Academy. Transportation is the responsibility of the student and parent.
Virtual Academy Course Syllabus

Course Descriptions: Each course that students take at the Virtual Academy will be taken online. Each course is aligned with Michigan Department of Education standards and benchmarks.

Pacing: It is very important that each student pace themselves time-wise through each virtual class. The program has a calendar implemented within, that students are to look at and follow each day, this tool helps to ensure students stay on task and finish the course on time.

Grading Scale: Grades will be given using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>A-</td>
<td>89.9-90</td>
</tr>
<tr>
<td>B</td>
<td>89.9-87</td>
</tr>
<tr>
<td>B-</td>
<td>86.9-83</td>
</tr>
<tr>
<td>C</td>
<td>86.9-83</td>
</tr>
<tr>
<td>C-</td>
<td>79.9-77</td>
</tr>
<tr>
<td>D</td>
<td>79.9-77</td>
</tr>
<tr>
<td>D-</td>
<td>72.9-70</td>
</tr>
<tr>
<td>F</td>
<td>below 60</td>
</tr>
</tbody>
</table>

Homework: In the program there are different types of activities that students proceed through in a given lesson. If a student earns a low grade on a “Practice Homework” they may get one reset if, and only if, all questions are answered to the best of their ability. “I don’t know” and Copy/Pasting are not acceptable answers.

Assessment Policy:

Quizzes: Students are allowed to use notes on any quiz. Each quiz is allowed one retake, regardless of the score. Students keep the higher of the two attempts. In the event that a student earns below 70%, they will be forced to retake the quiz. If a student earns 70% or above, a student may opt to retake by clicking on Course Map, locating the quiz, and clicking “Retake”. **Students should REVIEW their first attempt before retaking any quizzes.**

Tests: In order to earn a retake on a topic test, students must complete a teacher generated test review which will consist primarily of questions that were answered incorrectly. Students are not required to retake tests.

Participation: Students are required to interact with their mentor teacher on a weekly basis. Students will be assessed by their mentor teacher according to their level of participation.

Exam: Each semester contains a pre-course exam and cumulative semester exam. Electives do not have a pre-test.

Distribution:

- 20% Assignments
- 20% Quizzes
- 10% Participation
- 30% Tests
- 20% Exam

“Together, inspiring students to think, learn, achieve and care in a global community.”
Virtual Academy Course Syllabus (Cont.)

There are several percentages that are taken into account. Students see these percentages when they log into the program.

- **% Time**: The percent completed weighted by time (% complete divided by % of total time for the course).
- **% Count**: The percent of the assignments that have been completed.
- **RG (Relative Grade)**: This grade assumes that the user will receive zeroes for any incomplete activity.
- **OG (Overall Grade)**: This grade computes only the work that the student has completed.
- **AG (Actual Grade)**: The actual grade is based on the overall grade in relation to time elapsed. This grade is the grade that will be counted for your grade in the class. The AG and the OG will be the same when a student is on pace.
- **Final Grade**: When a student has completed their course, all grades are the same. In the event that a student does NOT complete the course, the **Relative Grade** will be reported out, which will give zeros to all incomplete work.

**Tips for Success:**

1. Communicate at least weekly with your teacher (in some classes this will involve checking your Edmodo account)
2. Stay on pace (yes, you will have to do some homework to stay on pace)
3. Check your Assignment Calendar (located in the Organizer)
4. Take notes (E-notes or paper/pencil)
5. Take advantage of retake opportunities (free for quizzes, earned for tests, NO retakes for final exam)
6. Remain alert and engaged during instruction

Do NOT plagiarize (teachers will be checking work for copy/past. You will get a warning and reset, subsequent offences will earn an automatic “0” on the assignment)

“Together, inspiring students to think, learn, achieve and care in a global community.”
Virtual Academy Foreign Language Syllabus

Course Descriptions: Each course that students take in virtual high school will be taken online. Each course is aligned with Michigan Department of Education standards and benchmarks.

Pacing: It is very important that each student use their time wisely to keep on pace in their class.

Grading Scale: Grades will be given using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 95</td>
</tr>
<tr>
<td>B+</td>
<td>94.9 - 90</td>
</tr>
<tr>
<td>B</td>
<td>89.9 - 87</td>
</tr>
<tr>
<td>C+</td>
<td>79.9 - 77</td>
</tr>
<tr>
<td>C</td>
<td>76.9 - 73</td>
</tr>
<tr>
<td>D+</td>
<td>69.9 - 67</td>
</tr>
<tr>
<td>B-</td>
<td>66.9 - 63</td>
</tr>
<tr>
<td>C-</td>
<td>62.9 - 60</td>
</tr>
<tr>
<td>D</td>
<td>below 60</td>
</tr>
</tbody>
</table>

Students will be using Powerspeak and are supported throughout their course by an off-site, highly qualified, language teacher. Although Virtual Classes are “self-paced”, each class is spread out on a calendar. Students can expect to spend 30 – 45 minutes per day in their Foreign Language course in order to stay on pace. The curriculum includes such activities as: vocabulary builders, speaking practice, culture grams, quizzes and tests.

Grading for Units: Students earn points out of points possible on various assignments. Students can easily access their running grade by clicking on the Red Apple located in the upper left hand side of their screen amidst the tool row. Upon clicking the grade tool, they can view the title of each assignment and what grade they earned. Assignments that are red and listed as “past due” are counted as a “0” until they are completed.

Students are permitted one retake on any assignment. In order to get that retake, they must email their teacher and request the retake, naming the activity specifically.

It is our policy that students NOT use online translators such as Google Translate. When they are caught doing this, they will receive an automatic “0” and not allowed to have a retake.

Various Quizzes, Mid Terms, and Semester Exams are locked by a password. Therefore, students must be on-campus and proctored for these tests.

“Together, inspiring students to think, learn, achieve and care in a global community.”
Class of 2015

Graduation Requirements

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 28 credits required for graduation. Required courses include:

- 4 credits  English (includes Speech .5cr)
- 4 credits  Math (Algebra I, Geometry, Algebra II; including math in senior year)
- 1 credit  Earth Science
- 1 credit  Biology
- 1 credit  Chemistry or Physics
- 1 credit  US History/Geography
- .5 credit  Civics
- .5 credit  Economics
- 1 credit  World History/Geography
- 1 credit  PE/Health
- 1 credit  Visual, Performing, and Applied Arts
- 2 credits  World Language
- .5 credit  Senior Project
- 40 hours  Community Service

In addition to the above course requirements, students must also take the Michigan Merit Examination, or a state approved alternative exam, prior to graduation. Typically, the state test is administered in the spring of the student’s junior year.

“Together, inspiring students to think, learn, achieve and care in a global community.”
Class of 2016

Graduation Requirements

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation. Required courses include:

- 4 credits  English (includes Speech .5cr)
- 4 credits  Math (Algebra I, Geometry, Algebra II; including math in senior year)
- 1 credit   Earth Science
- 1 credit   Biology
- 1 credit   Chemistry or Physics
- 1 credit   US History/Geography
- .5 credit  Civics
- .5 credit  Economics
- 1 credit   World History/Geography
- 1 credit   PE/Health
- 1 credit   Visual, Performing, and Applied Arts
- 2 credits  World Language
- .5 credit  Senior Project
- 40 hours  Community Service

In addition to the above course requirements, students must also take the Michigan Merit Examination, or a state approved alternative exam, prior to graduation. Typically, the state test is administered in the spring of the student’s junior year.
Class of 2017

Graduation Requirements

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation. Required courses include:

- 4 credits English (includes Speech .5cr)
- 4 credits Math (Algebra I, Geometry, Algebra II; including math in senior year)
- 1 credit Earth Science
- 1 credit Biology
- 1 credit Chemistry or Physics
- 1 credit US History/Geography
- .5 credit Civics
- .5 credit Economics
- 1 credit World History/Geography
- 1 credit PE/Health
- 1 credit Visual, Performing, and Applied Arts
- 2 credits World Language
- .5 credit Senior Project
- 40 hours Community Service

In addition to the above course requirements, students must also take the Michigan Merit Examination, or a state approved alternative exam, prior to graduation. Typically, the state test is administered in the spring of the student’s junior year.

“Together, inspiring students to think, learn, achieve and care in a global community.”
Class of 2018

Graduation Requirements

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation. Required courses include:

- 4 credits  English (includes Speech .5cr)
- 4 credits  Math (Algebra I, Geometry, Algebra II; including math in senior year)
- 1 credit  Earth Science
- 1 credit  Biology
- 1 credit  Chemistry or Physics
- 1 credit  US History/Geography
- .5 credit  Civics
- .5 credit  Economics
- 1 credit  World History/Geography
- 1 credit  PE/Health
- 1 credit  Visual, Performing, and Applied Arts
- 2 credits  World Language
- .5 credit  Senior Project
- 40 hours  Community Service

In addition to the above course requirements, students must also take the Michigan Merit Examination, or a state approved alternative exam, prior to graduation. Typically, the state test is administered in the spring of the student’s junior year.
Parent Checklist

Provided by Parent

☐ Birth Certificate
☐ Immunization Record
☐ Proof of Residency (Two Pieces) – Required for residents of the Berrien Springs Public Schools District
☐ Transcripts from Previous School

Signed Forms

☐ New Student Enrollment Form
☐ Student Contact Information
☐ Schools of Choice (Non-Resident)
☐ Residency Verification Affidavit (Resident)
☐ Birth Certificate
☐ Immunization Record
☐ Health/Medical Info Form
☐ Virtual Academy Handbook Cover Page
☐ Laptop Release Form (if needed)
☐ Virtual Academy Contract
☐ Review of Programs and Services
☐ Lunch Application (available on request)
ENROLLMENT FORM

BERRIEN SPRINGS PUBLIC SCHOOLS
ONE SYLVESTER AVENUE • PO BOX 130 • BERRIEN SPRINGS MI 49103

† HOME OF THE SHAMROCKS †

In compliance with federal and state equal access laws, the Berrien Springs Public Schools do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or handicap. This district also complies with requirements of the Immigration Reform and Control Act of 1986.

STUDENT INFORMATION

Name: ___________________________________________ Entry Grade: ________________

Other name student may use: ___________________________________________ Gender: □ Male □ Female

Home Address: ___________________________________________ Student email: ________________

Home Phone: ____________________________ Home Phone: ____________________________

Birth Date: ____________________________ Place of Birth: ____________________________

Is student a U.S. citizen? □ Yes □ No If no, what country is student a citizen? ____________________________

Native Language: ____________________________ Primary language used at home: ____________________________

Ethnicity Code (Please check all that apply): □ Multiracial (two or more races) - Please check all other boxes that apply.

□ American Indian or Alaskan Native □ Black or African American □ Hispanic or Latino

□ Native Hawaiian or other Pacific Islander □ Asian American □ White

Has student ever been suspended or expelled from school? □ Yes □ No Previous Student? □ Yes □ No

Migrant Student? □ Yes □ No Indicate special services student received at previous school: □ Speech □ Special Ed □ Reading Recovery □ Title I □ 504 □ ESL

Name and address of previous school: ____________________________________________

CONTACT INFORMATION

□ Temporary Residence □ Permanent Residence (please check one)

With whom child resides:

□ Both Parents □ Mother Only □ Father Only □ Legal guardian □ Relative (__________________________)

□ Mother/Step Father □ Father/Step Mother □ Foster Home □ Court Placed

Adult Male in the Home: Cell Phone: ____________________________ Email: ____________________________

Name: ____________________________ Relationship to Child: ____________________________

Employer Name: ____________________________ Employer Phone: ____________________________

Adult Female in the Home: Cell Phone: ____________________________ Email: ____________________________

Name: ____________________________ Relationship to Child: ____________________________

Employer Name: ____________________________ Employer Phone: ____________________________

Second Home Information: Cell Phone: ____________________________ Home Phone: ____________________________

□ Listed □ Unlisted Email: ____________________________

Name: ____________________________ Relationship to Child: ____________________________

Address: ____________________________

Include in all mailings? □ Yes □ No

OFFICE USE ONLY

Student ID: ____________________________

Teacher: ____________________________

Grade: __________ Bus #: __________

Release Info: ____________________________

School of Choice: ____________________________

Entry Date: ____________________________

Leave Date: ____________________________

Updated Info: ____________________________

ALERT

DO NOT RELEASE MY CHILD TO:

Name: ____________________________

Relationship: ____________________________

Address if known: ____________________________

Comments: ____________________________

__________________________

__________________________

__________________________
**EMERGENCY CONTACTS**

(Name of someone we may contact in case we can’t reach a parent or guardian.)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to Child:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Work Phone:</th>
<th>Cell Phone:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

**Other children who reside in the home:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Birth Date:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**HEALTH / MEDICAL INFORMATION**

Please check all conditions for which you are under a doctor’s care:

- [ ] Pet Dander Allergy
- [ ] Insect Sting Allergy
- [ ] Severe Reaction (Life Threatening)
- [ ] Environmental Allergy
- [ ] and/or Seasonal Allergies
- [ ] Food Allergy:
  - [ ] Peanuts
  - [ ] Seafood...
  - [ ] Severe Reaction (Life Threatening)
- [ ] Food Sensitivity:
  - [ ] Lactose or Gluten Intolerance
- [ ] Other:

**MEDICATION**

Indicate any medication that your child takes and how often it is to be taken.

- It is to be taken at school, please request an authorization form.

<table>
<thead>
<tr>
<th>Medication:</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Dosage:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>How Often:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

**Additional Comments:**

________________________________________________________________________

**Physical Limitations:**

**Medical Treatment Consent:** As parent/guardian of the listed student, I recognize that as a result of normal participation in school activities emergency medical treatment may become necessary and that school personnel may be unable to contact me, or emergency contacts, for consent to emergency medical care. I hereby give my consent to emergency care, including ambulance transportation and hospital services, as deemed necessary under the existing circumstances.  

- [ ] Yes  
- [ ] No

**RIGHTS AND PRIVACY ACT**

In compliance with the Federal Statute “Family Educational Rights and Privacy Act of 1974, Section 99.34 which reads as follows: Schools may send a students educational record to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student’s parents be notified of the transfer, receive a copy of the record, if desired, and have an opportunity to challenge the content of the record. I affirm that as the parent/legal guardian, all information provided is true and accurate, and that my child and I reside at the above listed address. I understand any false information provided by me, might subject me to legal penalties for perjury. Having read the Privacy Act statement above, please send the educational records for this student.”

- [ ] I further authorize Berrien Springs Public Schools to share any or all of the aforementioned information with appropriate school staff, for the purpose of providing a safe and healthy environment for my child.

- [ ] I give my permission and assume responsibility for my child to participate in field trips. These field trips enhance the children’s educational learning and experiences. Students may take buses to reach their destination or may walk to local establishments, for example, to the courthouse or a local business.

- [ ] I give permission for my child’s picture(s) to be used in school/community publications as deemed appropriate by the school.  

- [ ] Yes  
- [ ] No

**IF ANY OF THIS INFORMATION CHANGES DURING THE YEAR, BE SURE TO NOTIFY US. THIS INFORMATION AFFECTS OUR ABILITY TO HANDLE AN EMERGENCY.**

Signature of Parent/Guardian: _______________________________  Date: ___________________
Residency Verification Affidavit

According to State Attorney General Opinion No. 5925 school districts have the right to as new enrollees to prove residency. By signing this affidavit you are affirming that the address given on all enrollment forms is the legal residence of the parent or guardian enrolling the student and is the residence of the student.

If you are living in the home of another person without a rental or lease agreement, that person must sign this document and prove their residency.

Verification of residency may be made with any two of the following (Please check two items):

- Driver License
- Insurance Forms
- Utility Bill
- Lease Agreement
- Voter Registration
- Moving Bill
- Purchase Agreement
- Other (Specify)_

Please Read Carefully

Should the district learn that this is not the residence and the parent lives outside the boundaries of the Berrien Springs Public School District, the student will be excluded immediately from the district.

Student Name: ______________________________ Date: ____________________

Parent/Guardian: __________________________________________________________________

Address: _______________________________________________________________________

City/State/Zip Code: __________________________________________________________________

Person with whom residing (if applicable): __________________________________________________________________

Staff person enrolling: __________________________________________________________________

The Berrien Springs Board of Education does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status, or any other legal characteristic in its programs and activities, including employment opportunities.

“Together, inspiring students to think, learn, achieve and care in a global community.”
Student Contract

Enrollment in the Virtual Academy in Berrien Springs is conditional. All students enrolled in this program are required to agree to this contract as a condition of enrollment. Failure to comply with this agreement may result in being dropped from the program.

I, ___________________________________, do hereby agree to accept the terms and consequences set forth in this contract. The terms are as follows:

☐ I agree to participate in program activities in a positive manner and follow rules as set forth by program staff.

☐ I agree to participate in the E2020 and PowerSpeak curricula, and other activities as required.

☐ I agree to be actively learning, as determined by the software (total time less inactive time), in my online classes for a minimum of 30 hours per week

☐ I agree to have 2-way communication with my mentor teacher on a weekly basis.

☐ I agree to take tests and exams onsite at the Berrien Springs Virtual Academy.

☐ I agree that all work done online, will be completed by below signed student and no one else.

☐ I agree to abide by all other program, campus, and lab rules. Violations of those rules may result in removal from the program.

☐ I agree to provide the Berrien Springs Public Schools Virtual Academy with a telephone number and email address where I may be contacted (home, relative, neighbor, friend). If the number changes, I agree to notify school staff immediately. If I become inaccessible by telephone and email, I may be dropped from the program.

☐ As a participant of the schools of choice program, I agree that placement in the Virtual Academy is NOT a guaranteed placement in any of the other buildings in the district. If removed from the program I may or may not be placed in the regular on-campus buildings based on space availability and other factors.

☐ I understand that failure to abide by the above conditions may result in my being asked to leave the program.

☐ I acknowledge that I have been offered a computer and internet access and/or already have ready access to a computer and internet access.

Student Signature: _________________________________________________ Date: __________________

Parent/Guardian Signature: __________________________________________________________________
Student Laptop Computer Policy

I. Purpose
Berrien Springs Public Schools is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.

Upon the return of the Laptop Computer/Student/Parent/Districts Agreement signed by the student and one parent or guardian, Berrien Springs Public Schools will provide the student with a laptop computer. The following policy will define the proper use of the school-provided and owned laptop computers.

II. Applicability of Other School Policies and Rules
Berrien Springs Public Schools only authorizes the use of its laptop computers in a manner consistent with established instructional research, and administrative objectives of the schools. Accordingly, because Berrien Springs Public Schools does not discriminate in its policies and practices because of an individual’s race, religion sex, national origin, height, weight, marital status, political belief, handicap, or disability, the Laptop Computer Program must also comply with these standards.

III. Ownership
A. Laptop computers issued through the laptop program are the property of Berrien Springs Public Schools. Students have no ownership, interest, or right to title in the laptop computers.
B. License Agreements
Berrien Springs Public Schools is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

IV. Acceptable Use
A. Berrien Springs Public Schools only authorizes use of its laptop computers in a manner that supports its mission.
B. Personal Use is permissible so long as, in the determination of Berrien Springs Public Schools, it does not interfere with the school’s mission or preempt normal business education activity, does not impede student productivity, does not interfere with or negatively impact any other person’s or entity’s rights and work and/or learning environment, and does not conflict with any rule or law.
   i. Notwithstanding the above described permissible personal uses, Berrien Springs Public Schools laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
   ii. A nonexclusive example of illegal activity for which the laptops may not be used is transmission or storage or copyrighted materials not in the name of the student or District.
C. Students must handle laptop computers with care.
D. Students must bring their laptops to school with them when instructed to do so by a school administrator.
E. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.
F. Students must not install software onto laptop computers borrowed under this policy unless specifically authorized to do so by a school administrator.
G. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a Berrien Springs Public Schools computer.
H. Students must not intentionally transmit viruses and other such malicious computer programs via the Berrien Springs Public Schools laptop computers.
I. Laptop Computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Berrien Springs Public policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
J. Loss of theft of laptop computers must be reported to the school by the first subsequent school day following the loss or theft.
K. Students must not modify, upgrade, or attempt to repair laptop computers issued under this policy without the express permission of the District.

V. Reporting Unacceptable Use
Students are responsible for maintaining the integrity of the Berrien Springs Public Schools Laptop Computer program and reporting any violations of this policy.

VI. Liability
A. Students are responsible for all material sent by and/or stored on the laptop computer loaned to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of Berrien Springs Public School’s network, equipment, or software.
B. Berrien Springs Public Schools is not liable for any material sent by and/or stored on laptop computers issued to students via the Laptop Computer Agreement.

VII. No Guaranteed Content Privacy
A. Berrien Springs Public Schools cannot guarantee that content stored on laptops issued in accordance with this policy will be private. Berrien Springs Public Schools respects the rights of its students; however, the District is also responsible for servicing and protecting its property.
B. Although the content of the laptop computers is not routinely monitored, Berrien Springs Public Schools reserves the right to monitor or access the hard drives of its laptop computers if it suspects, or is advised of, possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

VIII. Return of the Laptop Computer
A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be invited to return the Berrien Springs Public laptop computer. On this date, the school will inspect the computers for damage. If the cost of repairing any damage to the laptop exceeds $100.00, the student will be responsible for that cost if the damage is considered to be beyond normal wear and tear.
B. If a student cannot or will not return the Berrien Springs Public Schools laptop computer because of theft, loss, accident, or otherwise, the student will not be issued a grade card and, when applicable, will not be permitted to participate in graduation ceremonies until the computer or its monetary value, as determined by the District, is returned.
C. Upon a student disenrollment from Berrien Springs Public Schools, the laptop computer must be promptly returned.

IX. Disciplinary Measures
A. Noncompliance with the above Berrien Springs Public Schools Laptop Computer Policy will result in loss or restriction of laptop computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Berrien Springs Public Schools laptop computer may be revoked at any time for infractions.
B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
C. School administrators will determine violations of the above Berrien Springs Public Schools Laptop Computer Policy.
D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Berrien Springs Public Schools. Discipline may include legal action.

X. Indemnification
By signing the Berrien Springs Public Schools Laptop Computer/Student/Parent/District Agreement, the student, and his or her parent(s) or guardian(s) agree to reimburse and hold the District harmless from and against any and all liabilities, costs, collection costs, attorney fees, and other damages which arise from, or relate in any way to, the use or failure to return the laptop computer and its software to the Virtual Academy in accordance with this policy.

Student Signature: __________________________________________ Date: _________________________

Student Printed Name: _____________________________________________________________________

Parent/Guardian Signature: __________________________________ Date: ________________________

Parent/Guardian Printed Name: ____________________________________________________________

“Together, inspiring students to think, learn, achieve and care in a global community.”
### Berrien Springs Public Schools / Off-Site Programs

**Review of Programs and Services:** Please print clearly.

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### Check All That Currently Apply to Most Previous Academic Programming:

- [ ] Special Education Services/Current IEP
  *(Provide copy of IEP/MET report at time of enrollment)*
  *Send form to Special Ed. Office*
  
  **Disability:** ____________________________

- [ ] Speech Services (or other ancillary services; PT, OT, Social Work)
  *(Please provide current IEP)*
  *Send form to Special Ed. Office*

- [ ] Specific Medical Diagnosis Relating to Disability
  *Please list:* ___________________________

- [ ] 504 Plan (provide copy of plan)

- [ ] ESL Services (English as a Second Language)
  *Send form to building ESL teacher*

- [ ] Title I Support Services
  *Send form to building Title I teacher*

- [ ] Current Behavior Plan or Child Study Team

- [ ] Summer School or Extended Day Programs

- [ ] Other: ____________________________

- [ ] No current programming/services

### Parent/Guardian Signature:

- [ ]

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### Office Use Only

- [ ] Mars
- [ ] Sylvester
- [ ] Middle School
- [ ] High School
- [ ] Discovery Academy
- [ ] Home-School Partnership
- [ ] BC
- [ ] WMV/GV
- [ ] WMV/MV
- [ ] WMV/CM
- [ ] WMV/ESC
- [ ] BS Virtual

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