

**SWARTZ CREEK
VIRTUAL LEARNING CENTER
PARENT-STUDENT HANDBOOK
2026-2027**



Table of Contents

DISCLAIMER	5
This Parent/Student Handbook is provided as a resource to help students and families understand the expectations, policies, and procedures of Swartz Creek Community Schools Virtual Learning Center. It is not intended to be all-inclusive and does not cover every situation that may arise throughout the school year.	5
SECTION 1 – PROGRAM OVERVIEW	6
Introduction	6
SCVLC Vision Statement	6
SCVLC Mission Statement	6
Philosophy	6
VLC Team Compact	6
SECTION 2 - SCVLC ATTENDANCE	7
Attendance Policy	7
Attendance Definition	7
Vacations	8
Count Day Information	8
Orientation/Pictures	8
Staff Contact	9
Weekly Schedule Expectations	9
SECTION 3 - SCVLC ACADEMIC INFORMATION	9
Academic Awards	9
Earning Credits	10
Grading System	10
Grading Scales	10
Ways to Earn Credit	11
Grading Practices	13
Graduation Requirements	13
Academic Progress Standards	13
Grade-Level State and Local Assessment Information (Michigan Merit Exam - MME)	13
Required Courses	14
Course Changes	14
Senior Exit Presentation	14
Educational Development Plan	14
Graduating Early	14

SECTION 4 - SCVLC GENERAL INFORMATION	15
Personal Communication Devices (PCDs)	15
Technology	15
SCVLC Policies and Procedures	16
Use of VLC Equipment and Devices	16
Academic Integrity	16
Final Exams	17
Behavioral Contract	17
Emergency Drills	17
Arrival	18
Studying at the SCVLC	18
Departure	19
Busing	19
Lunch Time	19
Closed Campus	19
Parking Policy	19
Student Drivers	20
Progress Reports	20
Work Permits	20
Transferring Out of School	21
Fines	21
Visitors	21
SECTION 5 - EXTRACURRICULAR ACTIVITIES	21
School Activities	21
ATHLETICS	21
SOCIAL FUNCTIONS/DANCES	22
Co-Curricular Activities	23
Fundraising	23
SECTION 6 - SERVICES AND PROGRAMS	23
Guidance Services	23
Career Resource Center	23
Genesee Career Institute (GCI)	24
Schedules	24
Student Course Placement	24
Summer Credit Recovery	25

Scholarship Information	25
SECTION 7 - ADULT EDUCATION EDMENTUM PROGRAM	25
Introduction	25
Swartz Creek Edmentum Program Staff	25
Student Responsibilities	25
Teacher Responsibilities	25
Educational Opportunities	26
GED Online	26
Admission Requirements	26
Enrollment Procedures	26
Assessment/Placement	26
List of Approved Classes for Adult Education	26
SCVLC Adult Education - Graduation Requirements	27
Student Schedules	27
Attendance Policy	27
General Policies	27

For the purposes of this handbook, the term “Parent” includes a legal guardian or other person standing *in loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

DISCLAIMER

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The Board of Education and administration reserves the right to modify, add, or revoke any rules, policies, procedures, or information contained in this handbook at any time deemed necessary. In cases where a conflict arises between this handbook and board policy, district guidelines, or state/federal law, the higher authority will prevail.

By enrolling in Swartz Creek Community Schools, students and parents agree to abide by the policies and procedures set forth in this handbook.

SECTION 1 – PROGRAM OVERVIEW

Introduction

Virtual learning is all about options and flexibility. Virtual learning may be offered at a supervised school facility during the day or through self-scheduled learning where students have some control over the time, location, and pace of their education. SCVLC offers self-paced, standardized virtual curricula, with guidance and supervision to ensure work is done correctly and students stay on track. Many online courses offered build on students' strengths, connect with their Educational Development Plan (EDP), and promote future learning. Classes are available 24/7 at home or in the SCVLC and serve all students and families (full-time, part-time, homeschooled, and non-traditional).

SCVLC Vision Statement

Inspiring engagement and inclusive learning environments through the use of emerging technologies.

SCVLC Mission Statement

To enhance the quality of learning and teaching while meeting the learning styles or needs of students.

Philosophy

SCVLC removes the distance from distance learning by working in partnership with families to provide teacher-mentored, parent-directed, and customized academic preparation that meets the needs of students from all academic backgrounds. SCVLC continues to improve student learning and strives to maintain positive family relationships based on trust and a shared belief that the student comes first.

VLC Team Compact

Our SCVLC community requires that all participants: students, parents, and staff commit to standards that ensure student learning. Please review the current parent compact that is revisited each year to update or improve:

What we expect from our students:

Virtual Learning Center students will:

- Complete coursework and make weekly progress
- Communicate with life coaches and teachers regularly
- Participate in mandatory on-site days
- Follow CREEK expectations when attending the VLC (Commit to Learning, Respect others, Everyone is safe, Everyone is responsible, and Kindness counts)

What we expect from our parents/families:

Virtual Learning Center parents/families will:

- Promote your student's regular effort toward completing coursework
- Communicate with VLC staff when assistance is needed
- Stay engaged by helping your student reach planned goals
- Keep abreast of VLC events and support our programs through your participation

What you can expect from us:

The Virtual Learning Center staff will:

- Ensure the safety of all students
- Provide a caring learning environment through kindness and respect
- Encourage and help students achieve their academic goals

- Communicate regularly with students and families

SECTION 2 - SCVLC ATTENDANCE

Attendance Policy

- Consistent attendance and active course progression are essential for students to succeed in online and hybrid schools.
- In general, students are required to be in school daily, and they should only be absent in the case of illness or extenuating circumstances.
- While virtual learning allows for flexibility in time, pace, and place, students are expected to be present online each week within their designated learning platform.
- Students must complete weekly online course requirements to be considered attending for that school week.

Attendance Definition

There are two requirements for online attendance:

- Each week, students must complete a percentage of each assigned course based on a pre-set pacing plan (*Please see the Office Staff for the Course Pacing Guide Sheet*).
- Students must also have a minimum of two contacts (face-to-face or via Google Meet, etc.) with their life coach and/or teacher **each week**.

Both of these are non-negotiable and imperative to the success of each student. We are a virtual school in the sense that we utilize a virtual curriculum; however, students have an obligation to be in physical attendance at school for a specified period of time. This physical attendance may be arranged in a few ways:

- To be in attendance on the **mandatory** in-person days (*Please see Office Staff for Calendar*)

Note: These days are reserved for specific purposes such as state student count-days, state testing, and EDP requirements that are important functions of our school

- To be physically in attendance in the building during the school week
- To pre-arrange weekly virtual meetings with teachers and life coaches.

If students and parents are unwilling to comply with these regulations, students choosing to attend the virtual learning center may not be able to continue their enrollment.

Additionally, the requirements below are non-negotiable:

- If a student is credit deficient, the Director may increase the student's attendance in the building until the deficiencies are addressed.
- If the student is not credit deficient but is behind on their semester pacing goal, they may be required to attend the building until they catch up on coursework.
- When students have met weekly progress goals per the course pacing guide, they may be excused from in-person learning.
- Fridays are virtual days for all students.

The progressive steps of the absence policy for students taking seated and online coursework are as follows:

- Five Day Absence - Two weeks of limited or no work and no contact with the life coach
 - First formal written parent contact (a letter stating concern, including updated student progress sheet)
 - Parent phone call
- 10 Day Absence - Up to four weeks of limited or no work and no contact with the life coach
 - Second formal written parent contact (a letter stating concern, including updated student progress sheet)
 - Parent phone call
- 15 Day Absence- Up to six weeks of limited or no work and no contact with the life coach
 - Third formal written parent contact (including updated student progress sheet)
 - Referral to the local agency, if warranted (ISD Attendance Liaison Officer). A mediation meeting may be scheduled
 - Home wellness check as necessary
 - Students could be required to attend in person
- 20 Day Absence - Little to no work and no contact with the life coach
 - Written contact, including an impending referral to the Genesee County Truancy Officer with an additional absence
 - Students will be required to attend in person

Vacations

Vacations that keep students from connecting with their online classes or attending their seated classes during the school year are strongly discouraged. If you must take your student out of school for a special trip, please notify your child's life coach in writing at least one week in advance.

Count Day Information

All students are required to complete the Count Day requirements. On Count Day, in the fall and in the winter/spring, students must complete at least one assignment in each of the classes in which they are enrolled.

Orientation/Pictures

Orientation is required for all new students. **Times and locations to be determined.** School Picture ID Cards will be provided, which should be used throughout the school year to sign in. ID Cards can also be used to verify identity and gain admittance to various SCCS events (athletics, dances, theater, etc.) throughout the year.

Staff Contact

All students are required to maintain weekly two-way communication with their life coach, mentor, or district employee throughout the entire school year. Communications may be in person, via email, or by phone, or by text. Exceptions are during scheduled school breaks, such as Christmas and Spring Break. Failure to respond to life coach communication for one week will result in a warning. Documentation of days without contact requires the Swartz Creek School District to file a truancy report.

Weekly Schedule Expectations

- All students must check in and check out of school in the VLC Office.
- Once a student leaves the premises, they are not permitted to return to the school grounds.
- All students will be required to work in a designated work space and must have permission to move around the building.
- When in the building, all students will be required to work on schoolwork and make progress on their coursework.
- Additionally, students may:
 - Catch up on missed or missing class assignments
 - Work on their EDP
 - Get one-on-one tutoring or mentoring services from a teacher/counselor
 - Participate in workshops, volunteer programs, or other school-related events
- Students who are not working on schoolwork and/or not participating in school events will be asked to leave the building.
- Parents may be asked to come pick up their student if the student is not willing to be productive with their time in the building.

SECTION 3 - SCVLC ACADEMIC INFORMATION

Academic Awards

To qualify for an award, students must have earned a cumulative GPA of 3.6 or greater at the end of the first semester for the current school year.

Grade 9	One Semester
Grade 10	Three Semesters
Grade 11	Five Semesters
Grade 12	Seven Semesters

- Year One Award: First-year recipients will receive a certificate.
- Year Two Award: Second-year recipients will receive a certificate and a Varsity Academic Letter.
- Year Three Award: Third-year recipients will receive a certificate and a scholarship pin.
- Year Four Award: Fourth-year recipients will receive a proclamation from the Swartz Creek Board of Education.

Earning Credits

Credit is earned for each course completed. Success is measured by receiving a D- or better in a course. Students may not retake a course if they have already received credit for it. Exceptions to this are classes in instrumental and vocal music, physical education, leadership, and others as approved by the Director.

Grading System

The school year is based on two semesters. Every student will take the final exams. Other assessments are administered at the teacher's discretion during the semester.

Grading Scales

Students receiving letter grades will be evaluated using the standards outlined in the chart below.

Semester grades earned in Advanced Placement courses will be weighted by a factor of 1.25 when the grade point is computed.

Letter Grade: A

- Percentage Range: 93-100
- Points earned for GPA: 4.0
- Weighted Grade: 5.0

Letter Grade: A-

- Percentage Range: 90-92
- Points earned for GPA: 3.8
- Weighted Grade: 4.75

Letter Grade: B+

- Percentage Range: 87-89
- Points earned for GPA: 3.5
- Weighted Grade: 4.375

Letter Grade: B

- Percentage Range: 83-86
- Points earned for GPA: 3.0
- Weighted Grade: 3.750

Letter Grade: B-

- Percentage Range: 80-82
- Points earned for GPA: 2.8
- Weighted Grade: 3.5

Letter Grade: C+

- Percentage Range: 77-79
- Points earned for GPA: 2.5
- Weighted Grade: 3.125

Letter Grade: C

- Percentage Range: 73-76
- Points earned for GPA: 2.0
- Weighted Grade: 2.5

Letter Grade: C-

- Percentage Range: 70-72
- Points earned for GPA: 1.8
- Weighted Grade: 2.25

Letter Grade: D+

- Percentage Range: 67-69

- Points earned for GPA: 1.5
- Weighted Grade: 1.875

Letter Grade: D

- Percentage Range: 63-66
- Points earned for GPA: 1.0
- Weighted Grade: 1.250

Letter Grade: D-

- Percentage Range: 60-62
- Points earned for GPA: .8
- Weighted Grade: 1.0

Letter Grade: E

- Percentage Range: Below 59
- Points earned for GPA: 0
- Weighted Grade: 0

Letter Grade: I

- Percentage Range: Incomplete assignments will need to be completed within a three-week window (following the close of the semester) to earn course credit
- Points earned for GPA: 0
- Weighted Grade: 0

Letter Grade: T

- Percentage Range: Tested Out - Student receives credit.
- Points earned for GPA: Credit
- Weighted Grade: Credit

Letter Grade: CR

- Percentage Range: Student receives credit.
- Points earned for GPA: Credit
- Weighted Grade: Credit

Ways to Earn Credit

High School Course

- Description: Courses offered at any public or private school
- Proficiency: D- or Above
- Transcript Designation: Letter Grade
- Part of HS GPA? Yes

Courses prior to HS (taken in MS) that meet HS requirements

- Description: Courses such as Algebra 1, Spanish 1
- Proficiency: D- or Above
- Transcript Designation: Credit (CR)
- Part of HS GPA? No

Testing Out

- Description: Taking an assessment that demonstrates proficiency in a course
- Proficiency: 77% or higher on the assessment

- Transcript Designation: Tested Out (T)
- Part of HS GPA? No

Credit Recovery

- Description: Summer School or Credit Recovery Courses
- Proficiency: D- or Above
- Transcript Designation: Letter Grade
- Part of HS GPA? Yes

Accelerated Credit Attainment During HS

- Description: MVHS online courses are paid for by the student with Director's pre-approval
- Proficiency: D- or Above
- Transcript Designation: Letter Grade
- Part of HS GPA? Yes

Foreign Language Assessment

- Description: Students can earn credit in a language not offered by SCVLC by meeting competency criteria established by the Superintendent
- Proficiency: 77% or Above
- Transcript Designation: Credit (CR)
- Part of HS GPA? No

Home School Scenario #1

- Description: Documentation must be provided to the school district. See Board Policy [5409](#)
- Proficiency: Evidence of Proficiency
- Transcript Designation: All courses taken at a home school will be given a grade of Pass (P) or Fail (F). Transcripts will denote "home education" with P/F grades and any credits assigned.
- Part of HS GPA? No

Home School Scenario #2

- Description: Assessment(s) must be completed. See Board Policy [5409](#)
- Proficiency: 77% or Above
- Transcript Designation: Tested Out (T)
- Part of HS GPA? No

Semester Course Assessments

- Description: When a student fails a course, semester credit can be earned if 77% is achieved on the semester assessment.
- Proficiency: 77% or Above
- Transcript Designation: Letter Grade of D-
- Part of HS GPA? Yes

Personal Curriculum

- Description: Students can earn credit in a course when an agreement is developed by the VLC instructional team.
- Proficiency: 77% or above and/or Evidence of Proficiency as defined in Personal Plan
- Transcript Designation: Letter Grade or Pass (P)
- Part of HS GPA?

- If letter grade – Yes
- If Pass (P) - No

Grading Practices

- All courses will be graded at the end of each semester (even if they are not finished with the course).
- Courses that are incomplete will be marked as Incomplete (I). These courses will then be carried over to the next semester.
- Students must follow each course's syllabus to ensure all assignments are completed.
- In rare cases, when a student is very near the end of the course, a teacher may opt to mark any incomplete assignments with a zero to calculate the final grade. (Only exception is the final exam.)
- **To receive a letter grade for any course, the final exam must be completed.**

Graduation Requirements

Students must earn a minimum of 22 credits to be eligible for graduation. If a student does not meet graduation requirements at the end of his/her senior year, a diploma will not be awarded.

Students requiring more than a semester to complete their graduation requirements will be required to transfer to Swartz Creek Adult Education to fulfill these requirements.

Academic Progress Standards

The Swartz Creek Virtual Learning Center expects students to earn credit in all courses to be on track for graduation. Students coming to SCVLC due to being behind in credits and other variables are expected to establish a credit recovery plan with the counselor to graduate on time.

Grade-Level State and Local Assessment Information (Michigan Merit Exam - MME)

If you are a full-time student taking core classes, you are required to take all appropriate state and local grade-level assessments. For state testing (MSTEP, PSAT, SAT), you must appear at the designated **scheduled location, date, and time** to continue in the seat-time waiver program. MSTEP, PSAT, SAT, and MME testing for grades 3-11 will take place in April. Specific dates will be posted when information becomes available from the state.

Students are also expected to participate in district-level assessments (NWEA, writing, etc.) given three times per year. Students in grades 6-12 are assessed using the NWEA to evaluate skills related to core subjects. These assessments provide information on a student's academic needs and offer guidance on how to support those needs.

Required Courses

Details regarding academic progress and procedures, including classes, testing, eligibility, career pathways, and much more, are available and can be found in the SCVLC Student Registration Guide.

Course Changes

All students will have five school days from the semester start date to request any changes, including additions, drops, and program requests. Talk with your student's life coach to learn more. Schedule changes must be submitted in writing and approved by the school counselor.

Senior Exit Presentation

All students must complete a Senior Exit Presentation prior to obtaining their diploma.

Educational Development Plan

All students are required to complete the Educational Development Plan (EDP) annually. At the end of the year, each student must have the EDP signed by a parent for compliance.

Graduating Early

Students desiring to graduate early must meet the following requirements:

- Complete a minimum of 22 credit hours before graduation
- Complete the full EDP requirements (for all four years)
- Complete all state-required testing
- Complete a senior exit presentation

Students may request permission to graduate early at the end of their junior year or in December of their senior year. Early graduation is an opportunity for capable and motivated students to complete their high school academic requirements ahead of schedule. They have concrete plans to pursue further education and/or full-time employment.

Students wishing to graduate early must apply at least one semester in advance of their desired graduation date to be considered for this opportunity. For example, if a student requests to graduate in December of their senior year, they must apply by May 1st of their junior year. After reviewing the student's graduation plan with the school counselor, the counselor will meet with and review the plan with the director for final approval. After final approval, a meeting will be scheduled with the student, parent, and counselor. If the student is granted the opportunity to graduate early, he/she must fulfill all of the district and state graduation requirements to earn a standard diploma

If a student chooses to graduate early, it is with these understandings:

- They will be included in the traditional graduation ceremony, to be held in May or June at the end of the school year.
- Upon completion of graduation requirements and confirmation of the graduation date, the student will be removed from the school district's enrollment records. Therefore, the student will not be eligible for other traditional end-of-the-year senior activities (i.e., prom) unless attending as a guest of another enrolled Swartz Creek student, when applicable.

Steps to Complete if you wish to Graduate Early:

- Schedule a meeting with your school counselor the semester prior to when you wish to graduate.
 - At this meeting, you will get a copy of the *Early Graduation Request Packet* and your current transcript.
- Complete your Early Graduation Request Packet, which details the classes you will take to fulfill all your graduation requirements.
- Return your completed packet with your parent's signature to your school counselor.
- The school counselor will review the Early Graduation Plan.

- If the student's Early Graduation Plan meets all graduation requirements, the school counselor will meet with the director to obtain approval for the plan.
- The school counselor will meet with parents and the student for a final review of the Early Graduation Plan to make any necessary adjustments.

SECTION 4 - SCVLC GENERAL INFORMATION

Personal Communication Devices (PCDs)

Student-owned cell phones, iPads, and other devices are permitted at the SCVLC; however, they must be stored in the VLC's charging station or with a staff member to maximize learning and avoid distractions.

All students are directly responsible for any loss or damage to devices they bring into the VLC.

Technology

Any student using equipment (such as computers or internet access) owned by Swartz Creek Community Schools agrees to be financially responsible for this equipment. Only a technician who is authorized by the administration of Swartz Creek Community Schools can repair any equipment that is damaged while in student possession. The student is financially responsible for any and all damages to Swartz Creek Community Schools' technology equipment. Any Swartz Creek Community School property, including but not limited to Chromebook, power cords, etc., must be returned to SCVLC within five school days of the end of the school year or upon transferring out of SCVLC. Failure to return Swartz Creek Community Schools' property will result in legal action. If you have an extenuating circumstance that may prevent you from meeting this deadline, please contact Technology Support as soon as possible at tech@swcrk.org.

SCVLC Policies and Procedures

SCVLC has implemented policies and procedures specifically designed to ensure these safeguards are being addressed. Students and parents are expected to read, understand, and comply with the stated policies and procedures. Although SCVLC recognizes that any student at or over the age of majority (18 years old) is not legally required to have parent authorization, it has always been the desire of SCVLC to maintain active and effective communication and cooperation between students and parents at any age.

For the SCVLC Policies and Procedures, students are identified in the following categories:

- Students driven by their parents
- Minor students driving themselves
- Minor students riding the bus
- Adult (over 18 years old) students driving themselves

Use of VLC Equipment and Devices

As it pertains to any and all VLC computers, equipment, and devices, all parents and students are required to read, understand, abide by and sign the SCVLC Authorized User Policy Agreement (AUP) acknowledging that this equipment will be used for educational purposes only and that the student will properly maintain any equipment in their possession. The AUP signed by the student and the parent is hereby incorporated by reference into these policy and procedures directives.

Academic Integrity

Academic integrity is critical for all students at the VLC as they're being trusted to complete much of their work independently and without teacher oversight. To ensure that students have that flexibility, they must prove each day that they can be trusted to complete their own work and fairly demonstrate their own learning on assessments. Academic integrity is defined as "all work, assignments, and/or tests a student submits, is created by that student and is their own original work." To meet this definition of academic integrity, the following descriptions of student performance must prevail:

- The ideas and writing of others are appropriately cited using course-specific standards.
- Students submit their work for tests and assignments without assistance, such as passing off another person's or student's work as their own.
- Students do not provide assistance to others, including sharing their work with others (including on assignment-sharing websites) or assisting with tests.
- Refrain from using device(s) to receive assistance on any assessments (quiz, test, examination)

When students are not following these standards, the following actions may be taken:

Level One - First Offense - Current School Year

- The teacher will inform the student of the academic integrity incident and will decide:
 - What portions of the assignment or assessment will be nullified
 - What conditions must be met before redoing or retaking the assignment or assessment involved

*The teacher will also notify the Director of the incident.

**Please Note: The teacher may opt to escalate an issue to Level Two if it remains unresolved at Level One. **

Level Two - Second Offense - Current School Year

- The teacher will inform the student of the academic integrity incident and notify the Director, who will establish requirements for future assignments or assessments to ensure accurate evaluation of student learning. Example: On-site testing required, or alternate assignment requirements
- The student will be expected to redo the assignment(s) in question.

Level Three - Three or more offenses - Current School Year

- Same steps as Level One and Two, with the inclusion of a parent conference where enrollment status will be considered (long-term suspension or removal from the program).

Final Exams

- Final exams must be taken at the SCVLC with a teacher or other authorized proctor present, or via a scheduled meeting with a teacher or life coach. During the exam, you may use only the notes allowed by the teacher and any reference materials provided by the class or teacher. During the exam, you may not open any websites or additional browsers, talk to other students, or refer to additional notes or resources.
- All final exams may be taken only once. Some online programs show an automatic message if you fail an exam, asking you to retake the exam. The automatic retake option is not available for SCVLC students on the final exam. Please do not retake the final exam.
- Some online programs do not require a lock or password for the final exam. Students are expected to open their final exam for the first time when they come to the VLC to take it. Looking at the exam before coming to the VLC is considered cheating.

Behavioral Contract

In the event of a serious behavioral infraction or persistent disobedience, a student may be placed on a behavioral contract, in addition to suspension, for a specified time that may exclude them from extra-curricular activities (including senior events). It may also include other restrictions or stipulations. Additionally, the contract will include school support available to the student to aid in future success.

Emergency Drills

Students are required to participate in all drills conducted during the school year. If there are any concerns with drill participation, students and their parents can contact the Director to discuss those concerns.

Arrival

All students will be required to sign in upon arrival. Parents are responsible for ensuring that their student(s) get into the building.

Studying at the SCVLC

Once a student arrives at the VLC, they will not be permitted to leave until they have completed their in-person session and/or a parent, or an authorized, pre-designated individual, is present and signs the student out. Therefore, parents and their students are strongly encouraged to communicate to ensure that the student has everything they need with them when they come to work at the VLC.

Students 18 years of age and older will be allowed to sign themselves in and out, but will not be permitted to do so more than once during the day or in-person session.

Departure

Once a student has completed their in-person session for the day, they must sign out and be picked up by a parent, or a pre-designated individual authorized by the parent. Parents are directed to identify individuals whom they authorize to pick up and sign out their student(s). Parents will be expected to revise this information, if necessary, throughout the school year. If a pre-designated individual is authorized to pick up and sign out the student, they must possess and show proper identification at the time of pick-up. Parents may designate students who have a valid driver's license and are minors to sign in and out for themselves.

Busing

When traveling to and from school, students are required to ride their assigned bus. Students may not walk to any other school to catch the bus unless they have obtained prior administrative approval.

If a student rides a bus to school but chooses to skip school or leave school early for some reason, the student will not be allowed to ride the bus home from school.

Lunch Time

There will be designated areas where students are allowed to be during their assigned lunch period. Students must remain in these areas unless they have a pass from a teacher or have obtained administrative approval.

Outside food is not to be delivered to the building without prior administrative consent. Violations will be subject to disciplinary action up to and including suspension or expulsion.

Closed Campus

SCVLC has a closed campus, which means that students are not allowed to leave the school premises without authorization. This includes during the student's VLC work time and/or lunch period.

Parking Policy

To prevent unauthorized vehicles from accessing the school campus and to identify students who may be driving in an unsafe manner, students are required to register their cars through the office. Due to limited parking facilities, parents are encouraged to have their students ride school-provided transportation or walk. Using a personal vehicle in violation of school rules may result in the loss of driving privileges.

Students are permitted to park on school premises as a matter of privilege rather than a right. The school retains the authority to conduct routine patrols of student parking lots, which will include inspection of the exterior of any student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Parking Areas and Regulations:

- VLC Lot - Students may park in the lot outside the main entrance to the SCVLC.
- SCVLC students may not use the high school or middle school parking lot, except by permission from the Director and/or when participating in school-related activities.
- Parking on the grass is prohibited
- Vehicles should not be moved during the school day once they have been parked on school property.
- Students are not to be in their vehicle or any other student vehicles during the school day.
- Students must drive at no more than 10 mph and may not “spin out,” “burn rubber,” or drive improperly in any other way.
- Students’ vehicles may not violate city noise ordinances. Music must be played at an appropriate volume.

Violations of parking and/or driving regulations will result in disciplinary actions, which may include loss of driving privileges. SCVLC reserves the right to have any vehicle towed at the owner’s expense that is parked improperly on school property.

Student Drivers

- Permission to Leave Building - Students who wish to leave the building at any time during their scheduled school day must obtain permission to leave the building from the office. Any student leaving the building during the school day MUST leave through the office and sign out.
- Students who fail to obtain permission to leave or leave through an unauthorized location are subject to disciplinary action. Students are not to leave school property between classes or during their lunch.
- Parents requesting permission for their student to leave must specify the reason in writing, by fax, or phone call. If a verification slip from the doctor or dentist is brought in or faxed to the school office within two days, the absence will be recorded as a medical excuse.
- Unless there are extenuating circumstances, medical and dental appointments, job interviews, and other similar commitments should be scheduled after the close of the school day. The school administration will determine the validity of extenuating circumstances.

Progress Reports

Parents will receive weekly grade and progress updates through the online learning platform via email. It is the parents’ responsibility to keep the office updated with any email address changes throughout the school year.

Work Permits

The State of Michigan requires a work permit if a student is less than 18 years old. The permit outlines the times and number of hours a minor student is allowed to work in a given week. Permits are available in the main office. Directions for completion are also available on the VLC webpage. If a student is not keeping up with their weekly course completion, we reserve the right to either withhold or revoke a work permit from students whose school performance does not meet weekly pacing requirements.

Transferring Out of School

Parents should complete a withdrawal form in the office or submit a note indicating their intention to withdraw the student. Fines and books will be collected at this time.

Fines

Fines are collected at the end of each year. All fines must be paid in full to participate in the Swartz Creek Virtual Learning Center Graduation Ceremony.

Visitors

All visitors to SCVLC must check in at the office and receive a guest pass before proceeding to their destination. Visiting students are not allowed in the building except for officially arranged functions.

SECTION 5 - EXTRACURRICULAR ACTIVITIES

School Activities

A list of activities is made available to students each year. These activities are subject to change; an updated list is available in the VLC Office and on our webpage. These activities provide fun, interesting knowledge, and leadership opportunities. We highly encourage students to be involved in various extracurricular activities. Students are permitted to participate in all extra-curricular activities as a matter of privilege, rather than a right. Some activities have eligibility requirements. We encourage students to become involved in one or more of these activities.

ATHLETICS

Swartz Creek Community Schools provides a variety of athletic activities in which students may participate provided they meet all eligibility requirements that apply. For further information and a list of activities that are currently being offered, contact Ms. Adrian Trzebiatowski, District Athletic Director, at (810) 591-1809 or click on the following "Athletics" link through our District website (www.swartzcreek.org). Board Policy [5507](#)

Eligible:

- Course Load: Students must be actively passing and enrolled in at least 66% of a full credit load (e.g., passing four out of six classes).
- Pacing and Eligibility: Online progress must align with the course syllabus.
- Academic History: Students must have passed at least 66% of their full-time course load in the previous semester or trimester.

You can review the full [Online Learning Eligibility PDF](#) published by the MHSAA

Ineligible:

- A student who does not meet the academic requirements for classes passed at the end of any marking period will be ineligible for the entirety of the next marking period.

- Any student who is failing the class they are currently enrolled in will be ineligible for competition until they are passing a class they are enrolled in.
-

SOCIAL FUNCTIONS/DANCES

Students have the opportunity to participate in a variety of extracurricular activities provided they meet eligibility requirements.

Dances

Swartz Creek Virtual Learning students may not attend Swartz Creek High School activities, such as dances and prom, without the approval of both the SCVLC Director and the Swartz Creek High School Principal. Each SCVLC student is required to complete a dance application, which the VLC Director and SCHS Principal must approve, before any dance or prom tickets will be sold to the SCVLC student.

Social functions are not public. Attending SCHS dances is a privilege that is earned. To attend any dance, including prom, our students must meet the following eligibility standards:

- Has not received a 10 Day Attendance Letter in the current or previous semester.
- Has not received three or more days of in-school and/or out-of-school suspension before a school dance.

Appeals to the above expectations, due to extenuating circumstances, must be made before purchasing the dance ticket and attending the dance itself. Parents can contact the Director via email for the appeal process. Students who do not meet the requirements will NOT be allowed to attend the dances.

Procedures and expectations for students and guests:

- A student ID is required for admittance. Guests must also provide a valid photo ID or driver's license.
- Admittance to dances is limited to high school students and their guests. Under no circumstances may a middle school student attend, or any person over the age of 20.
- Students bringing a guest to a school-sponsored social function must complete a Guest Pass Form before the event and submit it to the Director's office for approval.
 - If the guest is no longer in school, they must complete a volunteer form before the event and submit it to the Director's office for approval.
 - Students must return the guest form by the established cutoff date to receive approval.
- Guests must be accompanied by their SCVLC host student (only one guest per student), and they will be asked to present a valid picture ID before admission to the dance.
- Only guests who have been pre-approved will be able to enter the dance. No guest tickets will be sold at the door.
- The conduct of the guest is the direct responsibility of the host student, and both individuals will be removed if inappropriate behavior is exhibited.
- All students and guests attending the dance are expected to behave in a manner that is acceptable. They are expected to follow all school rules regarding dance dress code and dance rules (listed below) as well as all rules found in the student code of conduct.

Dance Rules:

- Face-to-face dancing is required. No grinding.
- Follow the directions and requests of the chaperones.

- Shirts must be worn at all times and buttoned up.
- Dresses and skirts must be at an appropriate and respectful length.
- Students who are not dressed appropriately will not be admitted into the dance.
- If you or your guest is asked to leave the dance for any reason, your money will not be refunded.
- After leaving the dance, you will not be allowed to re-enter.
- The guest's signature on the Guest Dance Form is his/her acknowledgement of the dance rules.

Dance Dress Code:

- Dress code for dances will follow the typical day dress code, except for the following guidelines.
- All dresses must be longer than fingertip length.
- Stomachs may be shown, but only up to the stacked, 3-finger rule.
- Open backs must be at or above the elbow.
- Strapless dresses and dresses with spaghetti straps are allowed.
- Slits in dresses must be below fingertip length.
- No plunging necklines.

Co-Curricular Activities

- Performing Arts Program Contacts:
 - Vocal Music Director
 - Band Director

Fundraising

- Groups must receive permission from the Director before organizing any fundraisers.
- No money will be left on account from one school year to the next for any groups.
- Unused balances will be allocated to scholarships and school improvement initiatives.

SECTION 6 - SERVICES AND PROGRAMS

Guidance Services

The guidance and counseling program is designed to promote and enhance student learning through academic, career, and personal/social development. The counselor helps students match their skills and abilities, interests and knowledge, and values and preferences with plans that meet students' educational and future goals. Counselors are available to help students with questions about school, personal planning, course scheduling, personal problems, college/vocational school application procedures, as well as personal goal setting. Students and parents can set up an appointment or speak with a counselor by calling the office.

Career Resource Center

Students in grades 9-12 receive assistance with career exploration, college research, and the development of employability skills. Students use Xello software to identify and match their skills and abilities, interests and knowledge, values and preferences with plans that meet students' educational and future goals, as documented in their Educational Development Plans (EDP). Utilizing extensive

information on over 1,000 careers, students develop their four year plan, guiding their relevant course choices.

Genesee Career Institute (GCI)

Students should consult with the counselor during their 10th-grade year if they are considering a course offered at the GCI. Due to the nature of the GCI classes, students enrolled at the GCI have additional school responsibilities, but they also have educational advantages that regular students do not have.

- Students will attend GCI classes during assemblies and homecoming week unless pre-approval is granted.
- School bus transportation is available to and from the GCI for all students. Students who wish to drive to GCI must obtain and complete a permission form from the Director. Once permission is obtained, the student will be allowed to drive. Students will NOT be permitted to ride with other student drivers unless they have the Director's permission.
- When Swartz Creek Schools are closed due to an Act of God or a staff professional development day, students will NOT be expected to attend GCI classes.
- A wide range of GCI courses is available. Please refer to the Student Registration Guide for the most up-to-date list of courses.
- If a student is suspended from GCI, they will be suspended from the VLC. If suspended from the VLC, the student will also be suspended from GCI.
- GCI students must comply with the GCI requirements that are in effect at Swartz Creek and the State of Michigan. Any violations may necessitate a GCI student being dropped from the program with a grade of E.

Schedules

Every effort is made to determine the most appropriate courses for students to meet their needs, interests, and capabilities. Classes are arranged to accommodate the courses selected by students as well as to accommodate high school graduation requirements. Therefore, any request for a schedule change will be considered only for the most compelling of reasons. Such reasons may be:

- The student's schedule does not include a course previously approved by parents, counselor, and/or director.
- The student's schedule does not account for work that has been previously completed.
- The student's schedule does not include a graduation requirement that must be met this year.
- A student is enrolled in a one-year course and receives a D or E for the first semester. If the student is capable of earning a C or better in the second semester, they will not be moved from the year course.

Student Course Placement

High school students in Swartz Creek will be placed in the grade level, program, or class that best suits their academic, social, and emotional needs. All placements will be made by the school, in the best interest of the student, after careful evaluation of various factors.

Summer Credit Recovery

Credit recovery, outside of the school calendar, is facilitated by teachers or life coaches. The intent of credit recovery is to help ensure students are on track for graduation.

Scholarship Information

College and university requirements for scholarships differ. Interested students should consult with the counselor for information and visit the VLC webpage.

SECTION 7 - ADULT EDUCATION EDMENTUM PROGRAM

Introduction

Welcome to the Swartz Creek Adult Education program. We hope that your educational experience with us will be personally enriching and academically challenging. We admire your step into the lifelong learning process. As our program is defined as Distant Learning (online curriculum with teacher support), it presents a perfect opportunity for adults who need this flexibility in scheduling.

Goals

- Enable and encourage students to be lifelong learners.
- Prepare students to interact effectively in the real-world work environment.
- Help students overcome personal barriers to success.

Exit Outcomes

It is the goal of the Edmentum Program to graduate students who can:

- Apply learned information through critical thinking and problem-solving to respond to and adapt to changes around them.
- Communicate verbally and in writing with others.
- Set priorities and accomplish them, work as team players, and assume responsibility for their actions.
- Become an active and productive member of society.
- Be a reliable employee by maintaining good attendance, demonstrating productivity, and fostering teamwork.

Swartz Creek Edmentum Program Staff

- Adult Education Director - Pat Rothney
- Navigator - Bonnie O'Neil

Student Responsibilities

Each student is responsible for signing in and out of class. This is essential for maintaining accurate attendance records and serves as proof of a student's attendance. The GED student is expected to attend school regularly, log in, and strive to achieve their goals to graduate.

Teacher Responsibilities

Assist students in reaching their academic potential by being prepared, accessible, dependable, and professional. Provide a safe and engaging learning environment that integrates real-world experiences into the classroom.

Educational Opportunities

- High School Completion (HSC)
- Adult Basic Education (ABE)
- General Education Diploma (GED)
- Career Pathway - Career Edge/Career Cruising

GED Online

The GED test measures a student's educational level in four subjects in a computer based assessment. A student who successfully maintains the GED test credential has displayed the same general level of academic achievement as the typical student who graduated from high school. The program is a teacher-supported, online program.

Admission Requirements

Adults 18 and over who have not earned a high school diploma and who are not enrolled in a high school program are eligible to enroll free of charge. If under the age of 18, an age waiver can be investigated.

Enrollment Procedures

Students may enroll in HSC, ABE, and GED preparation classes by obtaining an enrollment form from the adult education office or online with a google form. Students then will be contacted after an enrollment form has been completed to schedule an assessment. Students will need to fill out the following forms before registering for classes:

District enrollment forms and the required Adult Learning Plan (ALP) Form

- District Enrollment Form
- Chromebook Policy
- Student Code of Conduct

Assessment/Placement

All students 18 years of age and over in Adult Education will be required to take a pre-assessment test, which is used to determine their educational level placement in the program and/or a student will need to be put in an ABE pathway for further educational assistance and IXL for math and reading.

List of Approved Classes for Adult Education

Math

Algebra 1A, Algebra 1B, Geometry A, Geometry B, Algebra 2A, Algebra 2B, Math Other 1, Math Other 2. (Math Other Options - Personal Financial Literacy, Consumer Math, Essentials of Math, Pre-Algebra A, Pre-Algebra B)

English

English 9A, English 9B, English 10A, English 10B, English 11A, English 11B, English 12A, English 12B (Senior Exit Presentation)

Science

Biology A, Biology B, Chemistry/Physics A, Chemistry/Physics B, Science Other A, Science Other B. (Science Other Courses - Environmental Science A, Environmental Science B, Forensics)

Social Studies

U.S. History A, U.S. History B, World History A, World History B, Economics, Government

World Language

Spanish 1A, Spanish 1B, Spanish 2A, Spanish 2B

Physical/Health Education

Health, Physical Education

Electives

Career Management & Psychology

Visual/Performing Arts (VPAA)

Art History, Digital Arts, Music Appreciation, Music Theory, Media Studies

List of Approved Courses - GED

GED Prep History and Geography, GED Prep Language Arts, GED Prep Science, GED Prep Mathematics, GED Test Prep

List of Approved Classes – ABE – Adult Basic Education

Essentials of Mathematics, Essentials of Language, Earth Science, General History, Personal & Financial Literacy

SCVLC Adult Education - Graduation Requirements

- 20 credits: 18 MMC core credits and two elective credits
- Credits can be transferred after transcript evaluation

Student Schedules

Each student will have a full schedule of six classes based on the CASAS Assessment.

Attendance Policy

- Attendance is to be managed by students signing in and signing out through the Raptor attendance system.
- Each student will maintain their attendance log.
- Students are encouraged to attend the weekly workshop every Wednesday from 5:00 pm - 8:00 pm.
- Students are required to keep and record all bookwork hours. Failure to be compliant for attendance will result in being dropped from the program.

General Policies

All Edmentum Program students will follow the Swartz Creek Handbook on general policies.