

ORCHARD VIEW HIGH SCHOOL

Personalized Learning Academy

**16 N. Quarterline
Muskegon, MI 49442
Phone: (231) 760-1400
Fax: (231) 760-1499**



HANDBOOK 2025 – 2026

MISSION STATEMENT Discover, Learn, Succeed

Mrs. Samantha Wilson, Principal,
231-760-1402, samantha.wilson@orchardview.org

Mr. Phil Wilkerson, Assistant Principal
231-760-1401, phillip.wilkerson@orchardview.org

Ms. Clara Moore, School Counselor for students with last names A - K,
231-760-1408, clara.moore@orchardview.org

Mrs. Jessica Lazar, School Counselor for students with last names L - Z,
231-760-1409, jessica.lazar@orchardview.org

MISSION

Provide a safe, supportive environment that encourages academic growth, responsible citizenship and lifelong learning for all students.

VISION

To prepare all students to meet the demands of an ever-changing world.

FOUNDATIONAL BELIEF

EVERY child and adult can learn and grow.

SCHOOL DIRECTORY

[OVHS Staff Directory](#)

SCHOOL WEBSITE

[OVHS Website](#)

VIRTUAL PLATFORMS

[Edmentum](#)

ENROLLMENT

Students must be enrolled as an Orchard View High School student before being placed in an online course through the Personal Learning Academy.

Students seeking fully virtual schooling will be enrolled through Muskegon County Virtual Academy as a partnership with Orchard View Schools. A fully virtual student is defined as having all 6 classes online per semester.

Students seeking a hybrid schedule or who need credit recovery options will use the Edmentum platform through Orchard View High School. Students with a hybrid schedule can enroll in up to 3 classes online per semester.

Students are allowed two attempts to successfully complete a course. If a student does not pass the course after two attempts, they will be required to meet with their counselor to discuss and determine alternative ways to earn the necessary credit.

NOTE: If student expectations are not met on a regular basis throughout the semester, the student will lose the privilege to enroll in online learning the following semester through Orchard View High School and/or MCVA.

RIGHTS AND RESPONSIBILITIES

Fully virtual and hybrid students are allowed the same privileges as in-person students. They may attend and participate in extracurricular events, sports, and clubs as long as they meet the requirements set forth in the OVHS Student Handbook which includes but is not limited to regular attendance and academic progress towards graduation. They may attend CTC, field trips, college tours and dances. For a complete list of opportunities, please review weekly emails from the school and the OVHS Student Handbook.

It is the responsibility of all online students, whether fully virtual or with only one online class, to check their email daily, be a self-directed learner, and seek support from the identified content teachers when help is needed or additional support is required.

HYBRID STUDENT EXPECTATIONS

- Attend mentorship meetings online with Mr. Cole two times per week.
- Log into their class each school day and work for 1-2 hours per day, per class. Students may need to work more hours per day or on the weekend if they are not on pace.
- Attend in-person on both count days and complete an assignment in each class.
 - Fall count Day - Wednesday, Oct. 1st
 - Spring Count Day - Wednesday Feb. 11th
- Complete Edmentum Assessments in-person (Unit Post tests & Exams)
 - Email your content teacher to schedule a date/time for the test
 - Bring your OV provided chromebook to take the test. You will not be allowed to take it on another device.
 - Unit Post test can be attempted twice. No retakes on the exam.
 - Hybrid students will NOT be allowed to participate in the exam waiver 2nd semester.
- Complete the required State of Michigan testing
 - Students will be required to attend in-person for the Spring Testing dates. Students should refer to their announcements for specific dates and times.
 - States test include:
 - 9th and 10th grade students - PSAT
 - 11th grade students - SAT, WorkKeys, and M-STEP
 - Completion of the SAT, Workeys, and M-STEP is also a graduation requirement at OVHS
 - 12th grade students - Senior Science Test
- Students who successfully complete their classes before the semester end date, will be done with the class once the exam has been taken.

CREDIT RECOVERY STUDENT EXPECTATIONS

- Log into their class during their scheduled credit recovery hour and work the entire hour. Students may need to work more hours per day or on the weekend if they are not on pace.
- Bring your charged, OV provided chromebook to class daily. You will not be allowed to work using another device.
- Attend in-person on both count days and complete an assignment in each class.
 - Fall count Day - Wednesday, Oct. 1st
 - Spring Count Day - Wednesday, Feb. 11th
- Complete Edmentum Assessments in-person (Pre-tests, Unit Post test, Exams)
 - Request tests/exams to be unlocked by the teacher during credit recovery class time including pretests.
 - An option to email HS unlock will be monitored occasionally over breaks. Students will be informed via email when that occurs.
 - Unit Post test can be attempted twice. No retakes on the exam.
 - For the 2nd semester exam incentive, if a student has earned an 83% in the course prior to the exam, has 6 or less absences, 5 or less tardies, and has no behavior referrals that have resulted in OSS or ISS, they will be exempt from taking the exam. Students must have all assignments completed and graded the Friday before seniors exams in order to be considered for the exam incentive.
 - In order to qualify for the exam incentive in both classes for credit recovery, students must have one class completed by the end of the 3rd marking period.
- Complete the required State of Michigan testing

- Students will be required to attend in-person for the spring testing dates. Students should refer to their announcements for specific dates and times.
- States test include:
 - 9th and 10th grade students - PSAT
 - 11th grade students - SAT, WorkKeys, and M-STEP
 - Completion of the SAT, WorkKeys, and M-STEP is also a graduation requirement at OVHS
 - 12th grade students - Senior Science Test
- Complete one course per quarter, minimum of two per semester.

PARENT/GUARDIAN EXPECTATIONS

- Ensure a quiet space for learning and meetings with internet connectivity.
- Monitor student progress and work completion each school day.
- Reach out to the appropriate school personnel for support as needed.
- Attend conferences.
- Respond to staff emails or calls.

TEACHER EXPECTATIONS (CREDIT RECOVERY CLASS)

- Provide a daily support hour that monitors students' work with the use of go guardian at all times.
- Record attendance.
- Modify and accommodate for students with IEPs or 504s.
- Unlock assignments, tests, exams, when credit recovery students are ready, in class.

TEACHER EXPECTATIONS (EDMENTUM GRADING ONLY)

- Complete grading in a timely fashion updating grades weekly. See specific grading guidelines below.
- Unlock Hybrid assignments and tests for students.
- Schedule in person tests and exams with the students as needed.
- Provide help to students as needed during mentorship or via email.
- Log 2-way communication

COUNSELOR EXPECTATIONS

- Enroll students in course(s)
- Assign start and end dates for courses
- Adjust course and program settings as needed
- Meet with students regarding graduation requirements/auditing

GRADING PROCEDURES

- **STUDENTS-**
 - Assignments will be graded within a week of when they were submitted. If it has been over a week, please email the teacher of record in Powerschool to politely request the assignment to be graded.
 - Grades will be updated weekly in Powerschool. The CURRENT grade in Edmentum will be the grade in Powerschool that is entered weekly, not the COURSE grade. If you are behind in Edmentum, it will be the COURSE grade.

- **TEACHERS-**

- Grading- Assignments
 - Grade once a week, minimum
 - Students will be informed that assignments will be graded within a week of when they were submitted.
 - If it has been OVER a week then the student may email the teacher (politely) to request the assignment to be graded
- Weekly Grading in Powerschool
 - Update marking period grade each week.
 - If the student's icon is green or orange- use the CURRENT GRADE
 - If the student's icon is red - use the COURSE GRADE
 - If the student's icon is gray - they should not be accessing the course. If they need an extension for 1st or 3rd quarter, please contact a counselor.
- End of Semester Grade in Powerschool
 - When the student finishes a course, the COURSE grade will be entered as the final grade in Powerschool. If the student has not completed all assignments or the exam and the semester has ended, the course grade will be entered.
 - The course grade needs to be entered in Powerschool as the exam score and the semester grade in order to signify the course is complete for anyone that can't see Edmentum.
 - The teacher will also "award credit" in Edmentum. *See a counselor if you're still unsure how to do this.
- Communication - When communicating with a student these communications should be documented in the two way communication form in PowerSchool. Please make the communication specific about classes, content or progress.

ACADEMIC INTEGRITY

Integrity, especially academic integrity, is a requirement of the virtual learner. All learners must abide by the following guidelines regarding academic integrity: All exams and assignments will be the original work of the student. Any collaboration on assignments with other students must be pre approved. Students will not allow other students to copy or re-use their work. Plagiarism and the use of Artificial Intelligence (AI) is strictly forbidden. Please see the student handbook for discipline regarding violations of school rules.

ORCHARD VIEW HIGH SCHOOL GRADUATION REQUIREMENTS

- **Total Credits Needed: 23**
 - **ENGLISH LANGUAGE ARTS (ELA) – 4 Credits**
 - 100 A & B, 200 A & B, and 300 A
 - **MATHEMATICS – 4 Credits**
 - Algebra I A & B, Geometry A & B, Algebra II A & B or Technical Math, Finance A
 - A student may only need to complete $\frac{1}{2}$ of Algebra II (PC); and
 - Students must have a Math experience in their final year of high school which includes Finance A.
 - **PARENTING – .5 Credit**
 - **PHYSICAL EDUCATION & HEALTH – 1 Credit**
 - Health ($\frac{1}{2}$ credit) and Physical education ($\frac{1}{2}$ credit)
 - A student may substitute successful completion of Marching Band or any MHSAA sanctioned extracurricular activity for Physical Education.
 - A student may substitute an additional English, Math, Science, World Language, or Career Tech Center credit for their Physical Ed/Health credit (PC)
 - **SCIENCE – 3 Credits**
 - Biology A & B; Physics A; Chemistry A & B; and Environmental Science
 - **SOCIAL STUDIES – 3 Credits**
 - US History A & B, World History A & B, Economics, Government
 - A student may substitute an additional English, Math, Science, World Language, or Career Tech Center credit for one credit of Social Studies (except for Government) (PC)
 - **VISUAL, PERFORMING, AND APPLIED ARTS – 1 Credit**
 - A student may substitute an additional English, Math, Science, World Language, or Career Tech Center credit for Visual, Performing, Applied Arts credit (PC)
 - **WORLD LANGUAGE – 2 Credits**
 - Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
 - Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a Department approved formal CTE program; or an additional visual, performing, and applied arts credit (1 credit).
 - **Other OVHS Graduation requirements**
 - Community Service - 40 hours or 10 hours/year in attendance
 - Completion of all State tests (SAT, M-STEP, & WorkKeys)

COURSE LISTING BY DEPARTMENT

ART

Art I
Art II
Art III / Art IV
Arts and Crafts
Ceramics I
Ceramics II
Painting
Sculpture
Printmaking (26/27)
Independent Study
Yearbook A, B

AVID

AVID 101
AVID 102

BUSINESS EDUCATION

Business Management

ENGLISH

English 100 A, B *

English 200 A, B *

English 300 A, B

API Language & Composition A, B

Creative Writing

Independent Reading

Journalism A, B

Mythology I, II

Podcasting/CNN I, II

Reading the Movies

FAMILY & CONSUMER SCIENCE

Parenting

Foods and Nutrition

LEAD

Living Skills

Work Based Learning

HEALTH & PHYSICAL EDUCATION

Health

Aerobic Walking & Cardio¹

BFS

Elective PE

Strength Training & Games

MATH

Algebra I A, B

Algebra II A, B *

Geometry A, B *

Technical Math

Pre-Calculus/Trig A, B

Introduction to Calculus A, B

Finance & Investing A & B

Business Math

Computer Science

Home Improvement

Introduction to Robotics

PERFORMING ARTS

Marching/Concert Band

Jazz Band

Concert Choir

Show Choir

Theater Arts A, B

Theater Arts Technology A, B

SCIENCE

Biology A, B *

Chemistry A, B *,C

Physics A *

Environmental Science*

Animal Physiology

Astronomy

SOCIAL STUDIES

U.S. History A, B *

World History A, B *

Economics*

U.S. Government*

AP U.S. History

AP Psychology

Abnormal Psychology

Psychology

Sociology

Street Law

SPECIAL EDUCATION

Resource Support

Project Based Learning

WORLD LANGUAGE

Spanish I A, B

Spanish II A, B

Spanish III A, B

Spanish IV A, B

CAREER TECH CENTER

Allied Health

Architectural & Design Technology

Auto Collision/Refinishing

Auto Service Technology

Bio Tech & Engineering

Construction Trades

Cosmetology (Seniors only)

Criminal Justice

Electrical & Computer Technologies

Environmental Veterinary Sciences

Graphic Production

Health Science Academy

Hospitality & Food Management

Machining/Engineering Technologies

Software Design & Development

Teacher Academy

Welding Technology

¹ Courses with an asterisk (*) are also offered as honors courses. For a description of courses please refer to the course description found on the OV website under the counseling office page. Not all in person courses are available online.

2025 - 2026 SCHEDULE WORKSHEET

English	_____	_____
Math	_____	_____
Science	_____	_____
Social Studies	_____	_____
Phys Ed	_____	Health _____
Parenting	_____	
VPA	_____	_____
World Language	_____	_____
Electives	_____	_____
	_____	_____
	_____	_____
Alternates	_____	_____
	_____	_____
	_____	_____

Community Service Hours Completed: _____