



LifeTech
ACADEMY®
Real life. Real learning.

Learner Handbook



Vision

Empowering Learners for Life

Mission

Providing our Learners with opportunities to make decisions for themselves

Core Values

Possibilism: Adaptability, Flexibility, Accessibility, Making a difference

Respect: We treat everyone with respect, integrity, honesty, and dignity

Trust: We build relationships to earn the trust of others

Empowerment: We help people to learn how to make positive decisions for themselves

Commitment: We are committed to the betterment of our Learners, our strategic partners, our communities, our team, and our cause



Contact Information

School Executive Director

Thomas Ackerson

Principal

Thomas Ackerson

Office Manager

Jean Sands

School Contact Information

912 Greyhound Dr.

Eaton Rapids, MI 48827

517-325-5469

Calendar

LifeTech Academy

2021-2022 School Calendar (amended)

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
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October 2021						
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31						

November 2021						
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28	29	30				

December 2021						
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January 2022						
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30	31					

February 2022						
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27	28					

March 2022						
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April 2022						
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May 2022						
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29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
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July 2022						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Non-Student Days

EP/D All Staff Professional Development (no school for students)

23-Aug First Day of School
29-Jul Last Day of School

215 Total Calendar Days
1827.5 Total Instructional Hours (M-F, 9:00-5:30)



Instructional Model

LifeTech Academy is a Cyber School of Excellence, authorized by Eaton Rapids Public School and approved by the Michigan Department of Education. Academics will be facilitated by Coaches and mentors and stored in a virtual environment for Learners to access as needed or directed by Coaches.

Academic Individualization and Intervention – Learning facilitators, coaches and mentors are assigned to Learners in order to make sure that personal support is in place to help with motivation, follow-through and validation.

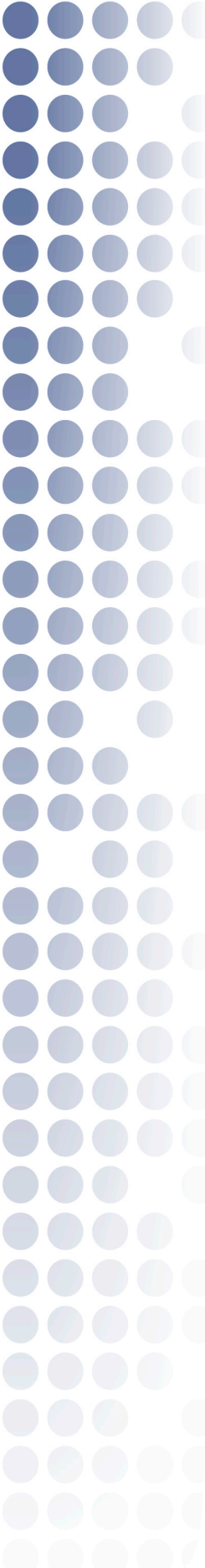
Personalized learning options provide for pre-assessment so Learners are given credit for concepts and skills you already have which allows them, with support of their Coach, to add prerequisite/intervention lessons or jump ahead to courses that provide the appropriate level of instruction. Additional online, blended and project-based learning courses may be used as appropriate to individualize educational paths.

Constructivist Teaching and Learning through Project-based Learning, Application, Experience and Practice - To make academic content more relevant, you have the opportunity to link new facts and skills to what you know, apply new information through authentic projects and complex, interactive dialogue with peers, teachers and mentors to make sense of what you have learned. You will engage with your teacher to use the problem-solving modules to align with your unique combination of interests.

Flexibility - LifeTech will feature flexibility as one of its predominant benefits. In the spirit of innovation and focusing on Learner needs, you will have the opportunity to select your learning path. Learners may select from learning paths along a continuum, from fully online to various versions of blended learning. As an example, blended Learners may meet virtually or in person weekly with your mentor teachers to discuss progress and difficulties with the work assigned.

Course work can be completed anytime and anywhere. A Laptop or similar device, Internet access and academic mentor support available daily, evenings and weekends enables Learners to compete coursework flexibly. The goal is to give each individual ample support to be successful within an anytime-anywhere learning context to maintain your centrality to the process.

Relationship and Communication Skills - LifeTech Academy provides each Learner with twelve weeks of developing communication skills



that emphasizes a positive attitude, understanding, and methods of conveying ideas that strengthen relationships and build rapport. The benefits of these skills are self-confidence, reducing stress, building trust and a sense of community. LifeTech has a unique culture in which Learners, advocates, learning facilitators, learning coaches, academic coaches and mentors function with the knowledge of Dale Carnegie principles. Skills are reinforced on a daily basis by everyone having had the experience of training, follow-up, and coaching.

Participation & Program Model

LifeTech may operate in a blended learning fashion by meeting with Learners virtually to discuss progress and difficulties with the work assigned. Furthermore, Learners may also meet with staff members in-person.

In order to better address personal and individual development of each Learner, Learners at LifeTech Academy are required to take the Dale Carnegie Skills for Success course as part of their Graduation Requirement.

- Insured participation:
 - Regular communication between Academic/Learning Coaches and Learner;
 - Regular communication between Academic/Learning Coaches and Parents/guardians.
- Board policy provides that all Learners who are enrolled in four (4) courses per semester (8 courses per academic year) are considered full-time LifeTech Learners. Learners may enroll in more than (4) courses per semester (8 courses per academic year). Courses may be virtual in nature.
 - Dual Enrollment / Dual Credit / Concurrent Enrollment
 - Learners may enroll in dual enrollment opportunities in accordance with MCL 388.513;
 - College courses with 3 or more credit hours may replace up to two (2) Academy courses for each college course;
 - College courses with 2 or fewer credit hours may replace up to one (1) Academy course for each college course.
 - Early / Middle College (EMC) at LifeTech Academy
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 - Career & Technical Education (CTE)
 - Learners may enroll in CTE courses with local ISD/RESA/Career Tech Center in accordance with MCL 388.513

- CTE courses may replace up to two (2) Academy courses for each CTE course.

Learner Expectations

The guidelines set forth below are for learners at LifeTech Academy.

Learners agree to:

1. Communicate with their Learning Coach once a week regarding coursework, work schedule, participation plan, and a report of weekly time on task;
2. Be present at a remote location or video chat with learning coach weekly;
3. Maintain full-time Learner status;
4. Complete work at a rate consistent with the Learner's vision and goals.
5. Care for and be responsible for all equipment loaned to the Learner by LifeTech Academy.

Parents agree to:

1. Assist in the monitoring of Learner progress;
2. Participate in their learner's educational processes and projects;
3. Contact LifeTech Academy with questions or concerns regarding their learner, and request Parent meetings as needed;
4. Provide or arrange transportation to and from site visits;
5. Learner participation in online/virtual coursework;
6. Support their Learner in their online/virtual coursework;
7. Care for and be responsible for all equipment loaned to the learner by LifeTech Academy.

Learners & Parents agree to:

1. Pay the cost of repairs up to and including \$300 for any accidental damage; pay the full cost of repair for any damage resulting from misuse, abuse or neglect; pay the full cost of replacement for any lost or stolen equipment;
2. Comply with all state and federal guidelines in regards to Learner education;
3. Comply with all LifeTech Academy and Engaged Education rules and regulations.



Attendance / Participation

As a Michigan Cyber School, LifeTech Academy Learners may participate in the instructional program up to 100% offsite. It is recommended that Learners spend a minimum of number of hours per week (1098 hours per academic year) on instructional activities. Instructional activities may include (yet are not limited to): time spent on and off-line engaged in: course work, units, activities and/or assessments; projects; research; demonstration of learning; working with academic and learning coaches; and college and career exploration. Board policy provides that all Learners who are enrolled in four (4) courses per semester (8 courses per academic year) are considered full-time LifeTech Learners. Learners may enroll in more than (4) courses per semester (8 courses per academic year).

LifeTech Academy provides Learners at least 200 instructional days (see calendar for current academic-year instructional days) with additional virtual access through the LifeTech Academy portal. Additionally, services such as Zoom may be used for meeting and working with teachers, coaches and mentors. Instruction and learning may happen Any Time, Any Place, Any Way, & Any Pace. While Learners are encouraged to participate in site visits (face to face or virtually) on a weekly basis you will complete the majority of your academic work off campus. Learner success will depend on commitment and time management.

Engage!

All Learners are required to attend an Engage! session according to your scheduled date at time of enrollment. Engage! includes preliminary assessments, along with Educational Development Planning, Learner scheduling, connecting with Academic/Learning Coaches using Zoom (or other platform), and initial online login.

Testing

All Learners are required to complete preliminary and post assessments each school year upon enrollment and at school year end. Learners are also required to complete all mandatory state assessments based on grade level. Below are the state approved testing windows. Specific dates and locations will be emailed directly to Learners and parent/guardians.

M-STEP Grades 3 - 8, and 11
SAT (Grade 11)
ACT WorkKeys (Grade 11)
PSAT (Grade 8)
PSAT (Grade 9 and 10)



Technology

Any Learner using equipment (computer, internet, etc.) owned by LifeTech Academy agrees to be financially responsible for this equipment. Learner/Parent will sign out each piece of equipment after enrollment and are required to return said equipment upon withdrawal from LifeTech (including enrollment in another district) or graduation. Only a technician that is authorized by the administration can repair any equipment that is damaged while in Learner possession. The Learner is financially responsible for any and all damages to LifeTech technology equipment. Any LifeTech property, including but not limited to laptops, power cords, and MiFis must be returned to a LifeTech Learning Center / Site Visit and checked in by a LifeTech employee upon transferring out or graduation. Failure to return LifeTech property may result in legal action.

Scheduling

Grades K-5

All Learners will complete formative assessments during Engage!, course levels and Learner schedule will be determined based on results, individual Learner needs, and parent input. Each Spring, Learners will complete assessments to ensure development is within range determined for the individual. A full-time, full year course schedule will be assigned to each Learner upon enrollment and all courses are to be completed by the final day of the academic year. Board policy provides that all Learners who are enrolled in four (4) courses per semester (8 courses per academic year) are considered full-time LifeTech Learners. Learners may enroll in more than (4) courses per semester (8 courses per academic year).

Grades 6 – 8

All Learners will complete formative assessments during Engage!, course levels and Learner schedule will be determined based on results, individual Learner needs, and parent input. Each Spring, Learners will complete assessments to ensure development is within range determined for the individual. A 4-credit (8 - course) schedule will be assigned to each Learner upon enrollment and all courses should be completed by the final day of the academic year. If necessary, during the school year teachers and/or parents may request additional evaluations based on Learner observation. Board policy provides that all Learners who are enrolled in four (4) courses per semester (8 courses per academic year) are considered full-time LifeTech Learners. Learners may enroll in more than (4) courses per semester (8 courses per academic year). All Learners will be expected

to complete a full year of Language Arts, Math, Science, and Social Studies. Additional elective options will be determined based on enrollment date and individual Learner goals/abilities. Courses will be assigned grades based on the academy grading scale.

Grades 9 - 12

All Learners will meet during Engage! A personalized learning plan will be built to suit college and career plans including specific Learner interests. A 4-credit (8 - course) schedule will be assigned to each Learner upon enrollment and all 8 courses should be completed by the final day of the academic year. Full-time LifeTech Learners will have a minimum of four (4) courses. Any courses not completed are considered incomplete "I". Corresponding grades will be added to final transcripts. Assigned courses that are not completed by the end of the academic year will start over the following school year.

High School Grade Scale

Grade	Percent	GPA			
A	100-93	4.0	C	76-73	2.0
A-	92-90	3.66	C-	72-70	1.66
B+	89-87	3.33	D+	69-67	1.33
B	86-83	3.0	D	66-63	1.0
B-	82-80	2.66	D-	62-60	0.33
C+	79-77	2.33	F	Below 60	0.0

Graduation – Diploma Requirements

LifeTech Academy (LifeTech) is a cyber school for Learners in grades K-12. Learners may also earn credit through programming such as Early Middle College, college courses, career and technical education courses and work-based learning while enrolled.

LifeTech runs a year-round school calendar continuing through summer if necessary to complete assigned courses. Courseware is available 24/7, giving Learners the flexibility to complete coursework anytime and anywhere. Learning Centers / Site Visits will also be open for Learners needing assistance or just a focused work space.

Our educators are experienced and certified on-line teachers and all courses are accredited. Learners fulfilling our graduation requirements (following Michigan Merit Curriculum guidelines) will earn a high school diploma. A minimum of 19.0 credit hours are required for graduation.

Graduation Requirements – By Subject

ENGLISH/LANGUAGE ARTS	4
MATH	4
<ul style="list-style-type: none">Algebra I, Geometry, Algebra II, plus one additionalMinimum of 1 course required during final year	
SCIENCE	3
<ul style="list-style-type: none">Biology, Chemistry and/or Physics, plus one additional	
SOCIAL STUDIES	3
<ul style="list-style-type: none">US History, World History, Govt/Civics, and Economics	
HEALTH / PHYSICAL EDUCATION	1
WORLD LANGUAGE	2
<ul style="list-style-type: none">Both credits must be in the same languageApproved Career/Technical course/program (or other course options as approved as part of the Michigan Merit Curriculum) may be used for 1 credit toward fulfilling this requirement	
VISUAL/PERFORMING ARTS	1
<ul style="list-style-type: none">Approved Career/Technical course/program may be applied	
GENERAL ELECTIVES	
<ul style="list-style-type: none">Dale Carnegie - Communications/Work ReadinessCollege/Work/Life Preparedness elective	.5 .5
	<hr/> 19.0

Transfer Credits

Granting or denying credit for transfer Learners is the option of LifeTech. Learners transferring from comprehensive public or private high schools accredited by North Central Association or similar agencies will receive comparable credit and letter grades. Transfer Learners must complete at least the final term of attendance to qualify for a diploma. Transfer Learners are encouraged to enroll at the beginning of each term as it is often difficult to coordinate curriculum between schools. Homeschoolers are encouraged to enroll at the beginning of each term. Learners transferring from non-accredited schools, specialized schools, correspondence schools, or home-based schools will receive credit and/or letter grades based on the following criteria:

- If the curricula are comparable, credit earned at the previous school may be granted as a Pass or Credit only.

- If the curricula are not comparable, the Learner may be given a comprehensive examination and/or assessment on the curriculum for which the Learner is seeking credit.
- If the performance is satisfactory, the Learner may be granted credit toward graduation yet may not receive a letter grade.
- If the performance is unsatisfactory, the Learner will not receive credit. To receive credit for that curriculum, the Learner will be required to take coursework at LifeTech or other accredited high school.

Independent Study / Work Credit Options

Learners must maintain 2-way communication throughout the semester for Independent Study and Work Credit options (just like mentor communication). Both also require Counselor/Mentor Teacher approval prior to start of term.

Independent Study communication must be content related - all Learners must submit a weekly journal reflection of your learning for the week that will be turned in at the end of the term in addition to a final project.

Dual Enrollment

This is a wonderful opportunity for our high school Learners looking to get ahead, catch up, or simply explore academic options through Dual Enrollment.

Dual Enrollment is your opportunity to take up to ten (10) college courses while still in high school. These courses may be used to accelerate your graduation plan or to explore career options.

All Dual Enrollment options begin with the completion of a college level career and/or college readiness course with one of our partners at Davenport or Ferris State Universities. After this first course, Learners may take up to an additional nine (9) courses at the college level.

Early Middle College (EMC) at LifeTech Academy

The EMC @ LifeTech is a school within a school, designed to allow a learner to earn an Associate's degree, technical certification, or up to 60 transferable college credits at the same time while earning a high school diploma.

All LifeTech Learners beginning 9th, 10th, and 11th grade who have a cumulative GPA of 2.5* or higher, meet minimal testing requirements, and have completed the registration process to their degree program are eligible.



NCAA Notification

All learner athletes should be mindful of the NCAA regulations for athletic eligibility in Division I or Division II colleges and universities. Specific coursework must be completed and specific ACT/ SAT scores must be earned in high school if seniors plan to participate in athletic activities on a collegiate level. Seniors must also file a NCAA clearinghouse form to have your academy credentials reviewed before collegiate eligibility can be granted. Detailed information on all NCAA regulations is available in the LifeTech Academy office.

Plagiarism Policy

Plagiarism means turning in work based on other people's thoughts and ideas, without giving them credit. Paraphrasing (changing the words) does not make the work your own, and it still might be plagiarism. Here's how to tell when paraphrasing is OK and when it is plagiarism.

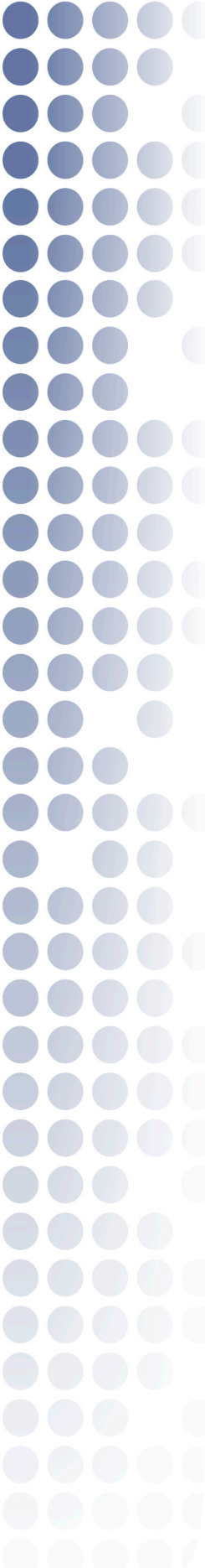
Paraphrasing is OK: for short, factual information (example: there are 206 bones in the human body); for assignments that give information and then ask you to put it in your own words.

Paraphrasing is plagiarism: When you use someone else's idea and only change the words (example: you are asked to explain why something happened or to give an opinion, and you paraphrase something you found online.)

- First offense: A grade of zero will be entered for the assignment. A log entry will be made in MyEngagedOS, you will be required to complete an online academic integrity workshop, and your parent/guardian will be contacted. You will be allowed to redo the assignment to erase the zero, but the Content Teacher and Mentor Teacher reserve the right to modify the second assignment.
- Any incident after the first offense: The assignment grade will be a zero, with no opportunity to redo. This applies to all types of assignments, including the final exam. A log entry will be made in MyEngagedOS, and your parent/guardian will be contacted. Administration will be notified and additional restrictions or consequences may be put in place. It is important to understand that "first offense" applies only to the first incident of cheating or plagiarism in all your classes, over all your years of education.

Citing Sources

If you need to include another person's ideas in your work, you must make it clear that you are not trying to pass it off as your own by giving



credit to the author. One way to do this is to mention the source and use quotation marks. Another way to give credit is to cite your sources at the end of your report:

<http://rescomp.stanford.edu/~cheshire/EinsteinQuotes.html>

Listing the website/article/book alone is an informal way to cite an Internet source. There are several formal methods of citing sources. If your teacher specifies MLA, APA, or another format, be sure to use that format. Research papers and essays should always use a formal citation method.

Learner Records

The educational records of any Learner enrolled in LifeTech Academy are protected under the Family Educational Rights and Privacy Act of 1974. A parent or eligible Learner (one who has attained the age of 18) may review the records. Copies of educational records will be provided to parents or eligible Learners upon request. The following personally identifiable information is declared to be "Directory Information":

Learner's name, address, telephone number, photograph, videotape, date/place of birth, gender, participation in official school activities, weight and height if in athletics, dates of attendance, diplomas/honors received, latest school attended, and major field of study. This information will be released at the discretion of the staff of LifeTech Academy (LifeTech) without consent of the parent or eligible Learner unless a signed directive is received by LifeTech not to release any or all of the above information. Employees of LifeTech in the areas of instruction, special services, administration, research/evaluation, and Learner records are authorized to have access to records in the educational interest of the Learner. This is a condensed version of Board Policy; the entire policy is available upon request to the Superintendent's Office.

Learning Center / Site Visit Policies

Parents/guardians and adult Learners are responsible for notifying LifeTech staff of any health/ medication/allergy issues pertaining to the Learner. Notification and instructions must be in writing and furnished to LifeTech with any necessary/required medication (i.e. inhaler, epi-pen, etc.) These items can be maintained by staff at the LifeTech Learning Center / Site Visit and made available to the Learner as directed. They will be returned to the parents/guardians/Learner at the end of the school year.

NO weapons of any type are permitted or tolerated at any LifeTech Learning Center / Site Visit site. This is a "ZERO-TOLERANCE" policy and any violation will result in immediate expulsion.



LifeTech Learning Centers / Site Visits are all “Smoke Free” environments, smoking is not permitted in or around any LifeTech Center / Site Visit.

A food/snack area will be provided for those Learners that bring a lunch/snack to the LifeTech Centers / Site Visits. All food and beverages **MUST** be consumed in the kitchen area only and eating/snacking may not be permitted anywhere else in the Center / Site Visit or at work stations.