

# W-A-Y Genesee Program

A Genesee County Seat Time Waiver Program Option  
Available to Students in Genesee County School Districts

*A primer for district administrators and counselors*



**W-A-Y PROGRAM™**  
Widening Advancements for Youth

*An innovative, non-traditional path to  
earning a high school diploma*



Genesee Intermediate  
School District

## Foreword

High school students throughout Michigan have the opportunity to take more than two online courses at a time – including a full-time online schedule – through the Genesee County Seat Time Waiver (STW) Program.

The W-A-Y Genesee Program is an option that falls under the STW Program as an innovative, non-traditional path to earning a high school diploma. The W-A-Y Genesee Program is a personalized learning experience for students who struggle with traditional high school by offering an alternative approach to education – one that encourages self-esteem, independence, and the development of 21st century skills that will facilitate a college education and subsequent career paths.

Qualified W-A-Y teacher-experts assess and align all projects according to the State of Michigan Content Expectations, or the Michigan Merit Curriculum, ensuring that each student completes the program with a high school diploma.

The W-A-Y Genesee Program combines personalized, project-based, online learning experiences with face-to-face interaction. The staff is invested in the success of each student, providing support 7 days a week, 24 hours a day, all year round. This dedication allows students to excel at their own pace, developing customized learning plans on topics that truly appeal to them.

Having a student take the majority or all their coursework online is an important decision that should be supported by thoughtful planning with parents, counselors, educators and school administrators.



**IMPORTANT:** Students referred to the W-A-Y Genesee Program **MUST** have ongoing access to high-speed Internet in the home.

## Making the Right W-A-Y Referral

### Why Refer a Student to the W-A-Y Program?

Some students today have issues that can impede their ability to participate constructively in the traditional school model. Unfortunately, many of these students drop out. The W-A-Y Program offers an alternative setting where students can be personally responsible for their education. They are able to collaborate with peers and experts as they work towards achievement of state standards that will ultimately result in graduation. This program further allows them to construct individual knowledge, and solve real-life problems. Students set their own pace, decide how they will accomplish their learning activities, and develop 21<sup>st</sup> century skills that can propel them forward to college or career.

Like any instructional program, success is dependent on matching the right learning environment with the students' individual skills and talents. Below is a list of things that an administrator should consider when referring a student to the W-A-Y Program.

#### Some Issues that Impede the Traditional Schooling Model for Students:

- Social Issues
- Attendance
- Students on the move
- Substance abuse
- Financial obligations or constraints

#### Successful W-A-Y Students:

- Self-motivated
- Work well with adults (1:1)
- Communicate with mentors on a daily basis
- Parental support
- Can formulate and follow a plan for success
- Respond well to self-directed, project-based learning



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## How It Works

### Enrollment Process

- District principal submits all completed forms identified on Referral Checklist.
- Student referral is accepted or declined.
- If referral is accepted, an official home visit interview is scheduled and conducted by the W-A-Y Genesee Team with student and parent/guardian. *This interview helps staff determine if this educational approach is a good fit for the student. Not all students are accepted into the program.*
- Student's district administrator is contacted concerning acceptance.
- Upon acceptance, student attends program induction/orientation and is assigned a program mentor.
- Student is officially in the program when all of these steps have been completed.
- The timeline for the entire process is usually 1-4 weeks.



**IMPORTANT:** Student must remain actively engaged in the local district's traditional programming until he/she has been officially inducted into the W-A-Y Genesee Program. The W-A-Y Genesee Team will notify district administrators when this happens. Please keep in mind any student accepted into the W-A-Y Genesee program will always remain an active member of your school community.

### Students enrolled into the W-A-Y program:

- Join a team of educators (Team Leader, Mentor & Teacher Expert) that work as facilitators of learning to help the student achieve their goal of obtaining a high school diploma.
- Students work with their team of educators to develop standards-based learning plans and projects which are worked on daily by the student.
- Academic progress on projects is evaluated weekly by an expert based on the Michigan High School Expectations.
- Depending on the success of their project work, students are given credit for mastering specific Michigan High School Content Expectations. Once they have mastered 70% of the expectations in a course they are given credit for that course.

**Checklist**  
Use to track referral process.

## Referral Checklist

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

The following is a list of items **required** for the student to be referred for the W-A-Y Genesee Program. Please place a checkmark in the box next to each item and note the date completed.

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**Step 1**                       Student Application Form                      Date Completed: \_\_\_\_\_  
 High School Transcript  
 IEP or 504 Plan (*if applicable*)

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**Step 2**                       Information & Approval of Referral Form                      Date Completed: \_\_\_\_\_

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**Step 3**                       Student Graduation Plan Worksheet                      Date Completed: \_\_\_\_\_

**No further action can be taken until the school administrator has been advised by the W-A-Y Genesee Team as to whether the student has been accepted into the program.**

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**Step 4**                       Meet w/Parents to Discuss Status                      Date Completed: \_\_\_\_\_  
 Review 'Student Role' w/Parents and Student *if* the Student Has Been Accepted



Student must remain actively engaged in the local district's traditional programming until he/she has been officially inducted into the W-A-Y Genesee Program. The W-A-Y Genesee Team will notify district administrators when this happens. Please keep in mind any student accepted into the W-A-Y Genesee program will always remain an active member of your school community.



**IMPORTANT:** Students referred to the W-A-Y Genesee Program **MUST** have ongoing access to high-speed Internet in the home.

### Student Application Form

Please complete this form and return it to the designated school official.

District: \_\_\_\_\_ Building: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_  Male  Female

Student Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Number of Credits: \_\_\_\_\_ GPA: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Do you have an IEP or 504 Plan?  Yes  No

Why are you seeking a seat time waiver option? Check all that apply.

- Social/Emotional/Family Issues
- Expelled
- Long Term Suspension
- Attendance Issues
- Other
- Pregnant or Teen Parent
- Medical Situation
- Substance Abuse
- Financial obligations or constraints
- Court-ordered attendance in program

Please specify: \_\_\_\_\_

| Name of Parent(s)/Legal Guardian(s) | Relationship | Phone Numbers   |
|-------------------------------------|--------------|---|
| 1. _____                            | _____        | Home Phone: _____<br>Cell Phone: _____<br>Work Phone: _____ |
| 2. _____                            | _____        | Home Phone: _____<br>Cell Phone: _____<br>Work Phone: _____ |

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Step 2**

To be completed by school administrator and signed by district superintendent.

**Information and Approval of Referral Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Assessment Scores (optional or as needed):

|               |                |                |             |                |                  |             |            |
|---------------|----------------|----------------|-------------|----------------|------------------|-------------|------------|
| ➔ Terra Nova: | <u>CSI</u>     | <u>Reading</u> | <u>Lang</u> | <u>Math</u>    | <u>Total:</u>    | <u>Sci.</u> | <u>SS.</u> |
| ➔ DAT         | _____          |                |             |                |                  |             |            |
| ➔ MEAP        | (Grade: _____) | LA: _____      | Math: _____ | Science: _____ | Soc St: _____    |             |            |
| ➔ MEAP        | (Grade: _____) | LA: _____      | Math: _____ | Science: _____ | Soc St: _____    |             |            |
| ➔ Explore     | English: _____ | Reading: _____ | Math: _____ | Science: _____ | Composite: _____ |             |            |
| ➔ PLAN        | English: _____ | Reading: _____ | Math: _____ | Science: _____ | Composite: _____ |             |            |
| ➔ ACT         | English: _____ | Reading: _____ | Math: _____ | Science: _____ | Composite: _____ |             |            |
| ➔ Other       | _____          |                |             |                |                  |             |            |
| ➔ Other       | _____          |                |             |                |                  |             |            |

Student has been or will be counted in FTE?  Fall  Spring

Does student have ongoing high-speed Internet connection at home?  Yes  No

If no, is local district willing to provide ongoing Internet connectivity in student's home?  Yes  No

If yes, which type of high-speed Internet is available?  Cable  Air Card

Internet Provider Name \_\_\_\_\_

The following documents have been completed and reviewed:

- Student Application
- Student IEP or 504 Plan (if applicable)
- Transcript
- Medical Documentation (if applicable)

Areas of Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the student has a current IEP or 504 plan, it is understood that the local district will continue to offer services required.

Areas of Continued Support Provided by District: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continued on the next page)

**Step 2**

To be completed by school administrator and signed by district superintendent.

**Information and Approval of Referral Form**

*(continued from the previous page)*

- 
- Administrative approval is granted for student to be considered for the W-A-Y Genesee Program.
  - Administrative approval is not granted for student to be considered for the W-A-Y Genesee Program.

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Building Principal *(required signature)*

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Date

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Special Education Director *(required signature)*

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Date

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District Superintendent *(required signature)*

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Date

## Student Graduation Plan Worksheet

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

| English                           | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|-----------------------------------|--------|----|--------|----|--------|----|--------|----|
| English 9 A                       |        |    |        |    |        |    |        |    |
| English 9 B                       |        |    |        |    |        |    |        |    |
| English 10 A                      |        |    |        |    |        |    |        |    |
| English 10 B                      |        |    |        |    |        |    |        |    |
| English 11 A                      |        |    |        |    |        |    |        |    |
| English 11 B                      |        |    |        |    |        |    |        |    |
| English 12 A                      |        |    |        |    |        |    |        |    |
| English 12 B                      |        |    |        |    |        |    |        |    |
|                                   |        |    |        |    |        |    |        |    |
|                                   |        |    |        |    |        |    |        |    |
| <b>Total English (4 credits):</b> |        |    |        |    |        |    |        |    |

| Social Studies                         | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|--|--------|----|--------|----|--------|----|--------|----|
| World History A                        |        |    |        |    |        |    |        |    |
| World History B                        |        |    |        |    |        |    |        |    |
| American History A                     |        |    |        |    |        |    |        |    |
| American History B                     |        |    |        |    |        |    |        |    |
| American Government                    |        |    |        |    |        |    |        |    |
| Economics                              |        |    |        |    |        |    |        |    |
|  |        |    |        |    |        |    |        |    |
|  |        |    |        |    |        |    |        |    |
| <b>Total Soc. Studies (3 credits):</b> |        |    |        |    |        |    |        |    |

| Mathematics                    | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|--------------------------------|--------|----|--------|----|--------|----|--------|----|
| Algebra I A                    |        |    |        |    |        |    |        |    |
| Algebra I B                    |        |    |        |    |        |    |        |    |
| Algebra II A                   |        |    |        |    |        |    |        |    |
| Algebra II B                   |        |    |        |    |        |    |        |    |
| Geometry                       |        |    |        |    |        |    |        |    |
| Math/Math Related Credit       |        |    |        |    |        |    |        |    |
| Other Math                     |        |    |        |    |        |    |        |    |
|                                |        |    |        |    |        |    |        |    |
|                                |        |    |        |    |        |    |        |    |
| <b>Total Math (4 credits):</b> |        |    |        |    |        |    |        |    |

| Science                           | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|-----------------------------------|--------|----|--------|----|--------|----|--------|----|
| Biology A                         |        |    |        |    |        |    |        |    |
| Biology B                         |        |    |        |    |        |    |        |    |
| Chemistry or Physics              |        |    |        |    |        |    |        |    |
| Other Science                     |        |    |        |    |        |    |        |    |
|                                   |        |    |        |    |        |    |        |    |
|                                   |        |    |        |    |        |    |        |    |
| <b>Total Science (3 credits):</b> |        |    |        |    |        |    |        |    |

| Physical Education & Health              | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|--|--------|----|--------|----|--------|----|--------|----|
| PE                                       |        |    |        |    |        |    |        |    |
| Health                                   |        |    |        |    |        |    |        |    |
|  |        |    |        |    |        |    |        |    |
|  |        |    |        |    |        |    |        |    |
| <b>Total PE &amp; Health (1 credit):</b> |        |    |        |    |        |    |        |    |

## Student Graduation Plan Worksheet

| Visual, Performing, or Applied Arts | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|-------------------------------------|--------|----|--------|----|--------|----|--------|----|
|                                     |        |    |        |    |        |    |        |    |
|                                     |        |    |        |    |        |    |        |    |
| Total Arts (1 credit):              |        |    |        |    |        |    |        |    |

| Online Experience        | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|--------------------------|--------|----|--------|----|--------|----|--------|----|
|                          |        |    |        |    |        |    |        |    |
|                          |        |    |        |    |        |    |        |    |
| Total Online Experience: |        |    |        |    |        |    |        |    |

| Foreign Language<br>(beginning with class of 2016) | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|--|--------|----|--------|----|--------|----|--------|----|
|  |        |    |        |    |        |    |        |    |
|  |        |    |        |    |        |    |        |    |
|  |        |    |        |    |        |    |        |    |
| Total Foreign Language (2 credits):                |        |    |        |    |        |    |        |    |

| Electives | Year 1 | Cr | Year 2 | Cr | Year 3 | Cr | Year 4 | Cr |
|-----------|--------|----|--------|----|--------|----|--------|----|
|           |        |    |        |    |        |    |        |    |
|           |        |    |        |    |        |    |        |    |
|           |        |    |        |    |        |    |        |    |

### Recommended Course Schedule (for this semester):

| Course | Credit | Target Date of Completion |
|--------|--------|---------------------------|
|        |        |                           |
|        |        |                           |
|        |        |                           |
|        |        |                           |
|        |        |                           |
|        |        |                           |
|        |        |                           |

\_\_\_\_\_  
Name and title of person completing this form

\_\_\_\_\_  
Date

## Student Role

- Student will log on to the W-A-Y Program learning environment and make contact with his/her assigned mentor daily, including weekends and holidays, and will answer email message right away.
- If student knows he/she cannot be in touch for more than a day, student will inform his/her mentor through email.
- Student will attend the W-A-Y Genesee Program Learning lab a minimum of two times per week for an hour each visit.
- Student will schedule lab time weekly with his/her mentor. If student is unable to attend lab for any reason, student will notify his/her mentor.
- Student will work together with his/her mentor to plan projects and agree to a time when the projects will be completed.
- Student will submit a minimum of two (2) projects each week.
- Student must understand that the W-A-Y Program operates 365 days per year, and there is a W-A-Y program adult online 24 hours per day.
- Student will act responsibly when using the Internet.
- Student understands the W-A-Y Program community is a secured learning environment. Student is able to chat with other members of the W-A-Y Program community. Student agrees not to use external chat rooms or areas to contact other W-A-Y Program researchers.
- Student understands that all communications are actively monitored in the W-A-Y Program community. Student must behave respectfully and responsibly when in the W-A-Y Program community.
- Student must make adequate progress to meet all graduation requirements as prescribed in his/her district's graduation plan. Failure to meet district graduation requirements will result in removal from the W-A-Y program and require the immediate return of the district-provided equipment.
- Student understands the equipment provided is the property of the local school district for educational use only. The equipment shall remain at the enrollment address, and shall not be removed without consent of the local project team leader.
- Student understands that should the provided equipment be lost, destroyed or otherwise rendered unusable to the local school district while assigned to him/her, the student and/or a designated family member will be held responsible to the local district for the replacement costs of the equipment.

## **W-A-Y Genesee Role**

- Student's district administrative staff is contacted concerning acceptance. (i.e. principal, counselor etc.)
- Regular progress reports will be sent to district administration or per request of district administrative staff
- Assist in setting up of student and district with support for technology need for student participation (computer ordering, camera ordering, possible air card etc.) to be paid for the local district
- Update superintendents periodically with progress
- Employ one (1) mentor per 6 student researchers
- Employ one (1) team leader per every 60 students in W-A-Y Program or any part thereof.
- Provide accurate, written confirmation of student participation in W-A-Y Program during September and February Student Count Days.

## Local District Role

- Student will remain active in the local school district's student management system for pupil accounting purposes.
- Student is eligible to participate in local district sports and other activities as long as they are not expelled.
- Arrange for standardized testing of W-A-Y Program students (i.e. ACT, MME, AP Testing etc.)
- Maintain students' IEP (Individualized Educational Plan)
  - Keep it active
  - Corresponding services
- Be able to confirm student enrollment in local district.
- Report student on list of enrolled pupils during September and February Pupil Count Days as confirmed with team leaders at W-A-Y Genesee Program.
- Initial meeting with students and parents to determine whether W-A-Y Program is suitable for a student's needs based on student's historical educational background, personal motivation and responsibility as a self-directed learner.
- Complete W-A-Y Genesee Program Application and all seat-time waiver documents.