GRAND RAPIDS AREA
Virtual Academy
Resilience ✦ Readiness ✦ Excellence

STUDENT HANDBOOK

Kindergarten – Grade 12 · 2026–27 School Year

2026-2027

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Table of Contents

Table of Contents 2
Welcome to GRAVA 3
Mission & Vision 3
2026–27 School Calendar 3
General Student Information & Expectations 4
Attendance Policy (K–12) 5
Getting Started: Your Online Classroom 10
Student Support 11
Communication & Teacher Response Times 12
Accessing Online Coursework 14
Independent Work Time 14
Tiered Instruction: Synchronous & Asynchronous Learning 14
Home Learning Coach Partnership 14
Progress Monitoring 14
Grading (Grades 6–12) 15
Graduation Requirements (Grades 9–12) 15
Schedule Changes & Withdrawal (Grades 6–12) 16
Academic Integrity 17
Accommodations (IEP & 504) 17
Technology 18
Standardized Testing 23
Activities, Athletics & Graduation 23
Parent–Student–Teacher Conferences 23
Bullying Prohibition 24
Nondiscrimination 24
School Attendance & Religious Observance 24
Open-Enrolled Students 25
Records & Your Rights 25
District Policies 25
Appendix A — Statewide Assessments: Parent/Guardian Participation & Refusal 27
Appendix B — Technology Device Agreement & Insurance Plan 28

Welcome to GRAVA

Welcome to Grand Rapids Area Virtual Academy (GRAVA). We are honored that you have selected us as a partner in supporting your educational journey. We are excited you are a student with us, where we are committed to a program that builds resilience, readiness, and excellence.

This handbook is designed to provide you with the policies and guidelines needed to create a positive learning environment for ALL at GRAVA. Families and students are encouraged to use the academic snapshot and classroom dashboards available in our online platform to plan each school week. These systems allow students to complete lessons on a schedule that fits their individual needs, and teachers are available to provide additional support when needed.

GRAVA is a fully accredited online provider through the Minnesota Department of Education for students in Kindergarten through 12th grade. Our program uses licensed teachers and a curriculum aligned to the Minnesota Academic Standards. GRAVA delivers a personalized learning approach, provides a flexible schedule, and offers instructional and technical support.

As a GRAVA student, you will receive:

- Individualized learning through digital curriculum and personalized instructor support
- Instruction that allows students to follow their own pace, plan, and path
- High-quality curriculum aligned to Minnesota academic standards
- Access to curriculum 24/7
- Flexibility in personal and academic schedules
- The ability to connect with teachers during online office hours
- Tiered levels of instruction that offer flexibility to students and families

Thank you for entrusting us with educating your child. Please contact us at any time if you have questions.

Mission & Vision

GRAVA is committed to a program that builds Resilience, Readiness, and Excellence. We work alongside students, families, and staff to design a program that fits each student's individual learning style while adhering to Minnesota education requirements — providing an equitable, flexible, and rigorous learning option for every student in our community.

2026–27 School Calendar

GRAVA follows the same school calendar as the rest of Grand Rapids Area Schools. View or download the official 2026–2027 calendar — including the first and last days of school, quarter end dates, breaks, and no-school days — at the link below.

isd318.org/families/school-calendar

General Student Information & Expectations

GRAVA students have the benefit of learning in an environment with a high level of flexibility and independence. With that flexibility comes responsibility: students must make appropriate progress in their classes. Students should expect to work on schoolwork a minimum of 6–7 hours a day, or at least 25–30 hours each week. Students should create a schedule and routine that allows them to complete all assignments listed for the week on their academic dashboard.

Communication Expectations

Because of the nature of online education, communication is critical to the learning environment. Students are expected to respond to all staff communications within 24 hours, excluding weekends and holidays. Students may also be expected to attend live online classes and support sessions; when they do, they should arrive on time and prepared. Students should contact their teacher whenever they need help and arrange a live virtual session.

Attendance Policy (K–12)

This section reflects GRAVA's 2026 attendance-policy update, which operationalizes ISD 318 School Board Policy 503 (Student Attendance) for the online environment and aligns with the Minnesota Compulsory Instruction Law (Minn. Stat. § 120A.22) and the Minnesota truancy statutes (Minn. Stat. §§ 260A.02, 260C.007).

Purpose

The Grand Rapids Area Schools Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes habits of dependability important to a student's future. GRAVA upholds the same high expectations for attendance as our in-person schools, while honoring the unique nature of online learning.

Shared Responsibilities

Attendance at GRAVA is a joint responsibility shared by the student, parent or guardian, teacher, and administration.

Students will:

- Log in to the learning platform every scheduled school day.
- Make daily progress and meet weekly pacing targets set by the teacher.
- Attend any required or scheduled synchronous sessions (live classes, small groups, and check-ins) on time and prepared.
- Respond to staff communications within 24 hours (excluding weekends and holidays).
- Notify the teacher in advance when a planned absence is unavoidable.

Parents / Guardians / Home Learning Coaches will:

- Monitor the student's daily login, weekly pace, and synchronous attendance through the Infinite Campus Parent Portal.
- Report any absence to the GRAVA attendance line — call 218-327-5700 and press 6 for GRAVA, then wait for an answer or listen for attendance-related prompts — within 24 hours of occurrence.
- Ensure the student has a quiet workspace, a charged device, and reliable internet access.
- Partner with the school to resolve attendance concerns promptly.

Teachers will:

- Record daily attendance using the criteria below and monitor engagement reports.
- Communicate synchronous schedules and pacing expectations clearly and in advance.
- Provide make-up work and reasonable opportunities to recover from excused absences.

Administration will:

- Ensure consistent application of this policy and maintain accurate records for state reporting (MARSS).

- Initiate truancy notifications and intervention steps under Minn. Stat. Ch. 260A.
- Communicate proactively with families when attendance becomes a concern.

Key Definitions

- School Day — any day GRAVA is in session per the approved school calendar.
- Synchronous Session — a scheduled live, real-time class meeting (a virtual meeting, virtual classroom, small group, or required teacher check-in).
- Asynchronous Work — self-paced coursework completed in the learning platform outside of live sessions.
- On Pace — meeting or exceeding the weekly progress target generated from the course start and end dates.
- Idle Time — time the platform records as logged in but with no active engagement; idle time does not count toward attendance.

How Daily Attendance Is Determined

Because GRAVA is delivered primarily online, daily attendance is determined using a hybrid model that combines synchronous participation with measurable asynchronous engagement, rather than a bell schedule.

Grades 6–12 (Imagine Edgenuity)

A student is marked PRESENT for a school day when BOTH of the following are documented:

- The student logs in to Edgenuity during the school day.
- The student is on track in Edgenuity for the week (per the progress graph) OR, if not on track, has spent at least six hours of active time in courses during the week (idle time excluded).

Unlike the K–5 program — which has one required live session each week — GRAVA 6–12 does not have preset live sessions. A teacher may schedule a virtual meeting when a student needs support; when a meeting is scheduled, the student is expected to attend. Arrival more than 20 minutes after the start of a scheduled meeting is coded as an unexcused absence for that session.

Grades K–5 (Imagine Learning BUZZ)

A student is marked PRESENT for a school day when ALL of the following are documented in BUZZ or by the teacher:

- The student logs in to BUZZ during the school day.
- On the day of the weekly live session, the student attends the required 45-minute K–5 live session.
- The student completes a meaningful amount of active asynchronous work — at minimum the daily lesson activities assigned for that day, or a verifiable equivalent of active learning time in BUZZ (excluding idle time).

K–5 students have one required live session each week (about 45 minutes). Attendance at the weekly session is not optional; if it is missed without an approved excuse, the student is marked absent for that day even if asynchronous work is completed. On other days, attendance is based on daily login and active asynchronous work. Arrival more than 10 minutes late to the weekly K–5 session is coded as an unexcused absence for that session.

Weekly Pacing Standard

In addition to daily attendance, students must meet weekly pacing in every enrolled course based on each course's start and end dates. Teachers monitor pacing weekly and contact families when a student falls off pace.

Synchronous Attendance Expectations

The K–5 program includes one required live session each week (about 45 minutes). For grades 6–12, sessions are not preset — a teacher may schedule a virtual meeting as needed. Whenever a session is scheduled, attendance is expected, and students are expected to:

- Show up on time and be prepared with materials and a charged device.
- Participate using microphone, camera (when requested), chat, and annotation tools as directed.
- Treat live sessions with the same expectations as an in-person classroom — respect, engagement, and on-task behavior.
- Be mindful with the microphone and chat; do not type in all capital letters; think before sending.

Excused & Unexcused Absences

To be excused, the parent or legal guardian must contact the school within 24 hours of the absence and indicate the reason.

Excused absences (count toward the 10-day annual threshold):

- Illness of the student; serious illness in the immediate family; funeral; family emergency.
- Pre-arranged absences for non-school competitions or performance activities.
- Family vacations with a pre-arranged absence form completed in advance.
- Professional appointments that cannot be scheduled outside the school day.

Excused — do not count toward the total:

- Court appearances (documentation required).
- Religious observance (Minn. Stat. § 120A.35).
- Death of an immediate family member.
- Medical, dental, orthodontic, or counseling appointments with a provider note.

Unexcused absences include:

- Any absence not cleared within 24 hours of occurrence.
- Work at a business when required to meet live with a teacher; non-pre-arranged family vacations; oversleeping; caring for a sibling or family member; other non-school-authorized reasons.
- Arrival to a scheduled live session beyond the late-arrival window (20 minutes for 6–12; 10 minutes for K–5).

Consequences of excused absences:

- At 5 days: families receive a notification letter.
- At 7 days: a notification letter; a conference or phone call may be arranged.

- At 10 days: a letter of concern; further absences must be excused by a doctor or school nurse. If a required note is not provided, the absence is recoded as unexcused.

Truancy & Required Reporting

Under Minn. Stat. § 260A.02, a continuing truant is a student absent without lawful excuse for three or more class periods on three days in a single school year. Under Minn. Stat. § 260C.007, subd. 19, a habitual truant is a student under 17 absent without lawful excuse on seven school days in a single school year. A student who does not submit any assignment for fifteen (15) consecutive school days will be withdrawn from GRAVA in accordance with state law.

Truancy Ladder

Occurrence	School Action	County Action
1–2	Meeting with grade-level administrator; review of platform engagement.	—
3–6 (Continuing Truant)	Mandatory parent/guardian–administration meeting; statutory truancy notification; written attendance plan; continued truancy notifications.	Possible appearance with the Itasca County Attendance Review Board (ARB) and/or referral to truancy court.
7+ (Habitual Truant)	Habitual-truancy referral to law enforcement and the district Truancy Prevention Specialist; loss of eligibility for school events.	Referral to Human Services; possible court summons; possible Child in Need of Protection or Services (CHIPS) petition.

Re-Engagement & Support

GRAVA partners with Ross Resources' Truancy Prevention Program, which places Truancy Prevention Specialists in schools across Itasca County to help families remove barriers to consistent attendance and to coordinate support between home, school, and community partners when a student is struggling to attend regularly.

GRAVA's first response to attendance concerns is support, not consequence. Counselors, the principal, and teachers work with families to identify and remove barriers — schedule conflicts, technology issues, learning needs, mental-health concerns, employment, or family circumstances. Support may include tier adjustment, schedule changes, MTSS interventions, special-education referral, counseling, or connection to community resources.

How to Report an Absence

Report an absence within 24 hours by contacting the attendance email or phone number for your student's grade band. Bigfork residents — and students earning a Bigfork diploma — use the all-grades Bigfork contact.

Grade band	Attendance email	Attendance phone
K–2	smartinson@isd318.org	Call 218-327-5700 and press 6 for GRAVA, then wait for

		an answer or listen for attendance-related prompts.
Grades 3–5	smartinson@isd318.org	Call 218-327-5700 and press 6 for GRAVA, then wait for an answer or listen for attendance-related prompts.
Grades 6–8	smartinson@isd318.org	Call 218-327-5700 and press 6 for GRAVA, then wait for an answer or listen for attendance-related prompts.
Grades 9–12	smartinson@isd318.org	Call 218-327-5700 and press 6 for GRAVA, then wait for an answer or listen for attendance-related prompts.
Bigfork residents or Bigfork diploma (all K–12)	smartinson@isd318.org	Call 218-327-5700 and press 6 for GRAVA, then wait for an answer or listen for attendance-related prompts.

Attending While Traveling

Students are expected to attend GRAVA while residing within the state of Minnesota. Students traveling outside Minnesota — and especially outside the United States — may not be able to access all required platforms or synchronous sessions. Students in good academic standing may take up to five excused absences for vacation and must notify the school in advance.

Dissemination & Review

This section is GRAVA's complete attendance policy for grades K–12; it replaces any separate standalone attendance documents. It is published in this handbook, posted on the GRAVA website, and reviewed annually by the GRAVA principal and ISD 318 administration. Substantive revisions are presented to the School Board consistent with Policy 503.

Legal references

Minn. Stat. § 120A.22 (Compulsory Instruction); § 120A.24 (Reporting); § 120A.35 (Absence for Religious Observance); § 260A.02 (Continuing Truant); § 260A.03 (Notice to Parent or Guardian); § 260C.007, subd. 19 (Habitual Truant); § 260C.201 (Dispositions); §§ 124D.03 and 124D.08 (Enrollment Options / Nonresident Enrollment); and ISD 318 School Board Policy 503 (Student Attendance).

Getting Started: Your Online Classroom

GRAVA students access their courses through the Imagine Learning Virtual Portal (ILVP) — the online learning portal that connects you to your courseware: Imagine Edgenuity for grades 6–12 and Buzz for grades K–5. Your official attendance, grades, and school records are kept in Infinite Campus, the Grand Rapids Area Schools student information system, which families view through the Campus Parent portal.

Logging In

- Log in using the username and password in your welcome email. Your username is your complete school email; your password is your lunch PIN.
- The first time you log in, you will complete a short online orientation — a video and activities — that prepares you for the lesson activities and expectations.
- Your Virtual Instructor will make initial contact to set goals and benchmarks for your progress.

Your Dashboard

The portal dashboard is your central hub. Key tools include:

- Academic Snapshot — your enrolled courses with grade and progress bars; click a course to open it.
- Suggested Pacing — a progress bar and weekly assignment goals that keep you on track to your targeted completion date.
- Messages — your inbox for teacher communications; check it often.
- Calendar / Upcoming Events — due dates, reminders, and conferences.
- Student Activity — a tally of assignments completed and minutes spent each day.
- Course Plan & Transcript — your path to graduation and your record of grades and credits earned.

Grades K–5 (Buzz)

- The Buzz home page shows Course Cards, your To-Do List, the Activity Stream, Announcements, and Help.
- The To-Do List shows graded items due within seven days. Work from the To-Do List to stay current — the Calendar only shows items due that day.
- The pacing bar shows where you should be (the vertical line) versus where you are (the colored bar).
- Use the Self-Assessment (the heart) to rate your Understanding, Interest, and Effort so your teacher knows how you are feeling about a course.
- You can take notes, complete teacher-assigned “For Me” activities, and use the Speechstream reading-support tool inside lessons.

Grades 6–12 (Imagine Edgenuity)

- From the dashboard, click a course to enter the classroom lobby; use “Next Activity” to pick up where you left off.

- The Course Map shows your assignments, grades, and pacing; the pacing line shows where you should be to finish on time.
- Some courses pause for a Topic Test or teacher review before you can take the test — contact your teacher when you are prompted.

Keys to Success in Online Learning

- Space — find a quiet area where you can focus without distractions.
- Time — schedule set "school work" times and plan about one hour per day per course. (A 0.5-credit course is roughly 60 hours of work; a full-credit course is roughly 120 hours.) Review your notes before assessments.
- Productivity — stay on task and use the Assignment Calendar and Progress Reports to set and meet daily goals.

Each day, ask yourself: What did I learn? What did I accomplish — am I on pace? What did I find challenging, and how will I get help?

Student Support

GRAVA students are supported by a layered team so help is always available:

- Virtual Instructors deliver core instruction and meet with students one-on-one, in small groups, and through messages.
- On-Demand Tutoring provides extra help in core subjects (plus French, Spanish, and national test-prep) by chat, phone, and email.
- School counselors support academic planning, graduation tracking, and mental-health referrals.
- The Home Learning Coach supports younger students at home.

Your Counselor (Grades 9–12)

Grades 9–12 students are assigned a counselor based on the first letter of their last name. Contact your counselor for schedule changes, graduation planning, and academic or mental-health support.

Student Last Name	Counselor	Email	Phone
A–D	Ms. Tanis Henderson	thenderson@isd318.org	(218) 327-5760 x 41415
E–Km	Mr. Nate Elsen	nelsen@isd318.org	(218) 327-5760 x 41412
Kn–Rh	Ms. Teresa Stephens	tstephens@isd318.org	(218) 327-5760 x 41559
Ri–Z	Mrs. Sheila Anderson	sanders1@isd318.org	(218) 327-5760 x 41414
Bigfork residents / Bigfork diploma (all last names)	Mrs. Siri Prato	sprato@isd318.org	(218) 743-3444 x 42514

On-Demand Tutoring hours (local time)

Day	Hours
Monday–Friday	8:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	6:00 p.m. – 10:00 p.m.

Technical support is available seven days a week at 877-202-0338. For district devices and accounts, contact the Grand Rapids Area Schools help desk at grhelpdesk@isd318.org (Monday–Friday, 7:30 a.m.–3:30 p.m.).

Help — Who Do I Contact?

If you need…	Contact
Grades, class requirements, or feedback	Your teacher, through the message center on your dashboard
Help with a concept (math, English, science, social studies, world languages, test prep)	On-Demand Tutoring — use the "Chat with a Tutor" button inside your course
A "teacher review" prompt before a test	Your teacher, by message or phone
Technical problems	Imagine technical support, 877-202-0338; or the district help desk, grhelpdesk@isd318.org
Schedule, enrollment, or attendance	GRAVA Principal Sean Martinson or the GRAVA office

Communication & Teacher Response Times

- Weekly two-way communication with your instructor is required — an email exchange, an assignment submission, or a phone or message conversation.
- Respond to all staff communications within 24 hours, excluding weekends and holidays.
- If your progress in a course stops, contact your teacher immediately through the message center.

Standard teacher response times during regular business hours:

Type	Response time
Email	Within 24 hours
Voicemail	Within 24 hours
Teacher-graded assignments, projects, and essays	Within 72 hours

If a student shows a pattern of missed contacts or signs of struggling — missing or unsubmitted assignments, low grades, or no participation in class meetings — the instructor will contact the parent or guardian.

Netiquette — Online Manners

- Look smart: avoid ALL CAPS and excessive punctuation, proofread your messages, and use a respectful, appropriately formal tone with teachers.
- Cyberspace is face-to-face: only say online what you would say to someone in person.
- Treat others as you want to be treated — remember a real person is behind every message.
- Take ten before you send when you are upset: save the message to drafts and revisit it later.
- State facts as facts and opinions as opinions.

Accessing Online Coursework

Students access their courses through their grade-level platform: Imagine Edgenuity for grades 6–12 and Buzz for grades K–5. Both platforms offer a standards-aligned, video-based curriculum, allow teachers to customize and monitor progress, and let students complete lessons, assessments, and interactive activities as they learn. For login steps and a tour of the dashboard, see "Getting Started: Your Online Classroom" earlier in this handbook.

Independent Work Time

Students are expected to work on their assignments daily and keep up with the timelines outlined by their teacher (for K–5, based on the student's elementary pathway).

Tiered Instruction: Synchronous & Asynchronous Learning

GRAVA offers a range of instructional methods to accommodate different learning styles and schedules, combining synchronous and asynchronous instruction with a tiered system of support.

Synchronous instruction is real-time learning where students and teachers interact simultaneously — live video conferencing, virtual classrooms, or small groups — allowing discussion, questions, and immediate feedback. Asynchronous instruction provides flexibility and self-paced learning, where students access pre-recorded lessons, readings, and assignments at their convenience.

To ensure students receive the support they need, GRAVA organizes services into tiers based on the level of assistance required — from synchronous instruction to one-on-one tutoring and small-group interventions — providing targeted support while addressing the diverse needs of the student population.

Home Learning Coach Partnership

Support at home is critical to success in an online setting. All elementary and middle school students are expected to have a responsible adult to support learning at home. The Home Learning Coach learns how to use GRAVA systems, monitors student progress, and helps and encourages the student to access teacher help. A positive partnership between home and school is vital to student learning.

Progress Monitoring

Students and parents/guardians may check progress by logging into the student's platform and viewing the student Homescreen, where there is a progress bar and gradebook. Questions about progress in a specific course should be directed to that course's teacher. Parents/guardians are encouraged to use the Infinite Campus Parent Portal to view up-to-date grades; families set up a

Campus Parent account using an activation key from the district (contact the GRAVA office if you need one).

Grading (Grades 6–12)

Quarter-long classes (Grades 9–12):

Students in a .5-credit, one-quarter class receive a final grade at the end of that quarter — the Relative Grade in Edgenuity. This grade counts toward GPA and determines credit.

Semester-long classes (Grades 9–12):

Students receive the Actual Grade for the first quarter (not counted against GPA). The Relative Grade for the second quarter is the final grade and counts toward GPA and credit.

Year-long classes (Grades 6–8):

Students receive the Actual Grade for quarters 1, 2, and 3; the final grade is the Relative Grade in Edgenuity.

Semester-long classes (Grades 6–8):

Students receive the Actual Grade for the first quarter; the Relative Grade for the second quarter is the final grade.

- Actual Grade — the grade on submitted work, adjusted down if the student is behind in progress.
- Relative Grade — the grade a student would receive if coursework is not completed by the end of the grading period; all unfinished assignments receive 0%.

GRAVA Grading Scale

GRAVA uses the grading scale applied by its courseware (Imagine Edgenuity), aligned with Grand Rapids and Bigfork High School practice. GPA is calculated on a 4.0 scale, and your online gradebook displays points earned, points possible, and your percentage at any time.

Percent	Grade	Percent	Grade
94–100	**A**	74–76.9	**C**
90–93.9	**A-**	70–73.9	**C-**
87–89.9	**B+**	67–69.9	**D+**
84–86.9	**B**	64–66.9	**D**
80–83.9	**B-**	60–63.9	**D-**
77–79.9	**C+**	0–59.9	**F**

Where Grand Rapids or Bigfork High School sets a school-based scale that differs, that scale governs for diploma-bearing courses.

Graduation Requirements (Grades 9–12)

All high school students are expected to complete enough classes each year to attend as full-time students and make appropriate progress toward graduation — generally 5–7 credits per year. GRAVA

courses are aligned to and fulfill Grand Rapids Area Schools graduation requirements and appear on the official transcript the same as in-person classes. Each high school student chooses a home high school — Grand Rapids High School or Bigfork High School — and earns a diploma from the school they choose.

Requirement	Credits
Language Arts	4
Mathematics	3
Science (1 Physical Science, 1 Biology, 1 Chemistry or Physics)	3
Social Studies	3.5
Physical Education	1
Health	0.5
Art	1
Personal Finance (GRHS: Money Matters)	0.5
Electives	7.5
Total Required Credits	**23**

Advanced Middle School Math

If your student completed an accelerated math course before high school — for example, Algebra I or Intermediate Algebra in 8th grade — that credit counts toward the Math requirement above. Credit earned in other subjects before grade 9 does not count toward the 23-credit total.

Schedule Changes & Withdrawal (Grades 6–12)

Schedules are developed before the start of the school year. Schedule changes are discouraged after a course begins and are generally not made after the first week of enrollment, because teacher schedules and hiring are determined by initial course selection. Courses that are not completed are transcripted as a fail.

To request a schedule change:

1. Obtain a schedule-change Google form from the counselor.
2. Complete the form, including parent contact information to verify approval.
3. Submit the form to the counseling office and follow the original schedule until a new one is issued.
4. The counselor will meet with the student if there are questions about the request.

Withdrawal from a class:

Students may withdraw from an assigned class after meeting with their counselor to review academic status and the credit guide. Withdrawal requests made within the first 10 class meetings result in a Withdrawal (W) on the transcript, with no effect on GPA or class rank. Requests made

after the 10th class meeting result in a Withdraw/Fail (WF), which counts as 0.0 in GPA and class-rank calculations.

Academic Integrity

GRAVA expects a full commitment to academic integrity, grounded in five values: honesty, trust, fairness, respect, and responsibility. All work you submit must be your own.

Plagiarism and cheating include:

- Using an AI tool such as ChatGPT to do some or all of your work.
- Using an "answers" site such as Brainly or Quizlet to obtain an answer.
- Copying text from a website, book, or another student and submitting it as your own without citing the source.
- Copying from another student or using unauthorized materials on a quiz or test.

When in doubt, cite your source — your teachers and On-Demand Tutors can help. Instructors use authenticity-checking tools to review student work. Collaboration with a classmate must be pre-approved by your instructor.

If a violation occurs

Within the courseware, integrity violations are treated as teachable moments and escalate: a first offense is documented and reviewed with the student; a second offense may allow a redo for partial credit at the instructor's discretion; a third offense results in a zero with no redo. The parent/guardian and the school are notified at each step. Grand Rapids Area Schools discipline policy (Policy 506) governs and may impose additional consequences, up to loss of credit for the assignment or course.

If a teacher suspects cheating or plagiarism, the student may be asked to verify their work through additional coursework, a verbal demonstration of comprehension, or a proctored exam at the Grand Rapids Area Schools offices.

Accommodations (IEP & 504)

GRAVA provides accommodations in coursework, assignments, testing, and grading for students with a current IEP or 504 plan, implemented upon receipt and review of the plan. Common accommodations include additional time for activities and assessments, allowing notes on assignments or exams, frequent breaks with save-and-exit options, one-on-one teacher access, individualized academic support, and personalized feedback within 72 hours. Students with an IEP receive case management from Grand Rapids teachers, and special-education and English-Learner services are coordinated with district teams.

Technology

GRAVA is an online school, so your device and your internet connection are your classroom. This section covers what GRAVA provides, what your family provides, and — importantly — who to contact when something stops working.

Devices

Students may use their own device for online learning. Using a district device is optional. For any student in Kindergarten through grade 12 who needs one, GRAVA will provide a Grand Rapids Area Schools iPad and power cord at no cost. Families who receive a district iPad sign the Student and Parent/Guardian iPad Agreement before the school year begins. Device pickup is coordinated through the GRAVA office. Optional device insurance is described in the Device Insurance section below, and a full copy of the agreement and insurance plan appears in Appendix B.

You do not need to own a device to enroll at GRAVA, and you are not required to use ours if you already have something that works. Both are fully supported paths — but the choice does change what kind of technology support you receive, which is explained below.

All students follow School Board Policy 524: Electronic Technologies Acceptable Use Policy. Policy 524 applies on a personal device exactly as it does on a district device whenever a student is working in a GRAVA course or signed in to a district account.

Device Insurance (District iPads)

Families who use a district iPad may purchase optional insurance through the Grand Rapids Area Schools 1:1 Digital Student Learning Initiative (DSLi). Insurance is encouraged but not required; families who decline are responsible for the full cost of repair or replacement of a damaged or stolen iPad. Key terms:

- Annual, non-refundable fee: first device $40, second device $30, third device $20 ($90 family maximum).
- Accidental-damage repair deductible: first incident $0, second incident $50, third incident $100.
- Major damage: $100 deductible; one full device replacement per four-year period.
- Covered: accidental damage, theft (with a filed police report), and one charging-cable replacement (the faulty cable must be exchanged).
- Not covered: intentional or negligent damage, a lost iPad, charging cables, wall power adapters, and cases.
- Typical cost without insurance: screen replacement about $100; full iPad about $300.

Replacement accessories are purchased through the school office to ensure compatibility: charging cable $20, wall power adapter $20, case $50. To file a claim, the parent and student present the damaged iPad (or a police report for theft) at the school office and pay any deductible. The district's full agreement and insurance plan appear in Appendix B.

Internet Access & Hotspots

A reliable, high-speed internet connection is required for GRAVA — but we do not assume every family already has one.

If your family cannot provide home internet, GRAVA will provide a district hotspot at no cost. Contact the GRAVA office to request one. There is no application and no documentation of need required — just ask, and we will get you connected.

What to know about a district hotspot

- **It is provided for schoolwork.** Hotspots carry a monthly data allowance. Heavy non-school use — video streaming, online gaming, large downloads — can exhaust that allowance before the month ends and leave your student without a connection when they need it.
- **It is district equipment on loan.** Hotspots are returned at the end of the school year, or when a student withdraws from GRAVA.
- **It is not covered by the iPad insurance plan.** The DSLi plan described above covers district iPads only. Loss of or damage to a hotspot is handled separately — contact the GRAVA office. If a hotspot is lost, damaged, or not returned, the family may be responsible for the cost of the device.
- **Policy 524 applies.** Acceptable-use expectations follow the hotspot the same as any other district device or network.

DO NOT WAIT IT OUT

If your hotspot stops working, or your data runs out mid-month, contact the GRAVA office right away rather than waiting for the next billing cycle. Losing internet is a solvable problem, and it is not something a student should fall behind over. It is also a barrier we can document — see "Re-Engagement & Support" in the Attendance Policy.

Your Device Choice Determines Your Tech Support

The choice between a district iPad and your own device is yours. What changes with that choice is who is responsible for the device itself.

On a district iPad, the ISD 318 Technology Department owns the whole machine — setup, updates, repairs, and replacement. On a personal device, we will help where we can, but the support we can offer is more limited, because it is not our equipment. We do not own, manage, image, or service devices that belong to your family. Hardware faults, operating-system problems, and anything that requires opening, resetting, or repairing the machine stay with you and your device's manufacturer or your own tech support.

What does not change is your account and your coursework. If you can sign in, we can help you with what happens after that — on any device.

Type of issue	District iPad	Your own device
Device setup, imaging, and updates	ISD 318 Technology Department	Family
Hardware repair or replacement	ISD 318 Technology Department, under the iPad Agreement and, if purchased, the DSLi insurance plan	Family — manufacturer, retailer, or your own tech support
Loss, theft, or damage	Report to the GRAVA office; handled per the iPad Agreement and insurance plan (Appendix B)	Family, and the family's own insurance if applicable

Type of issue	District iPad	Your own device
Operating system, antivirus, and other software	ISD 318 Technology Department	Family
Home internet service	Family — or request a no-cost district hotspot if you cannot provide one	Family — same, hotspots are available regardless of which device you use
School account and password — school email, ILVP login, lunch PIN	ISD 318 Help Desk	ISD 318 Help Desk — same support
Course platform problems — Edgenuity or Buzz will not load, a video will not play, an activity will not submit, a score did not record	Imagine Learning technical support	Imagine Learning technical support — same support
Course content, assignments, pacing, and grades	Your GRAVA teacher	Your GRAVA teacher — same support

IF YOUR DEVICE IS HOLDING YOU BACK

If a personal device becomes a barrier to schoolwork — it is too slow, it will not run the courseware, or it has failed — contact the GRAVA office. We would much rather issue you a district iPad than have you fall behind. There is no cost and no penalty for switching to a district device mid-year.

Where to Go for Help

Most technology questions fall into one of four lanes. Starting in the right lane will get you an answer much faster.

If the problem is...	Contact	How to reach them
Inside your course — Edgenuity or Buzz will not load, an activity will not submit, a video will not play, a score did not record	Imagine Learning technical support	877-202-0338 · support@imaginelearning.com · Mon–Fri 6:30 a.m.–8:30 p.m. · Sat–Sun 8:00 a.m.–4:00 p.m. (Central)
Your school account or a district device — password reset, school email, ILVP sign-in, or an iPad that will not charge, start, or connect	ISD 318 Technology Department Help Desk	grhelpdesk@isd318.org · Mon–Fri, 7:30 a.m.–3:30 p.m.
Your own device — it will not turn on, the operating system needs	Your device's manufacturer or your own tech support	ISD 318 does not service personal equipment. If you are not sure whether the problem is your device or your account,

If the problem is...	Contact	How to reach them
attention, hardware is failing, or it is out of warranty		email the Help Desk and we will help you tell the difference.
Internet access — no home connection, a hotspot that stopped working, or data used up for the month	The GRAVA office	(218) 327-5704 · Hotspots are provided at no cost to families who need one.
Something in the course itself — an assignment, a grade, pacing, or a "teacher review" prompt before a test	Your GRAVA teacher	Message center on your dashboard

Self-Service Help Centers

Imagine Learning maintains help centers written for families. They are open at any hour and cover getting started, signing in, browser setup, common error messages, and how to read progress reports. Start here before calling — many answers are one search away.

- Grades 6–12 (Imagine Edgenuity): help.imagineedgenuity.com → Help for Families
- Grades K–5 (Imagine Learning / Buzz): help.imaginelearning.com → Help for Families

PLEASE NOTE

Imagine Learning supports the courseware — the platform, the lessons, and the tools inside them. They cannot reset your school password, fix your iPad, or answer questions about your grade. Those go to the ISD 318 Help Desk and to your teacher, respectively.

Technical Requirements

To work successfully online, students need:

- A supported device — desktop, laptop, Chromebook, iPad, or Android/Surface tablet
- A high-speed (broadband) internet connection — see "Internet Access & Hotspots" above if your family cannot provide one
- Speakers and a microphone
- A current browser (Chrome or Firefox) with JavaScript enabled, third-party cookies accepted, and pop-up blockers disabled for the learning sites
- A headset or earbuds with a microphone, required for live sessions

The most current technical requirements are maintained at imaginelearning.com. These requirements apply to personal devices as well. Before the school year begins, please check your device against them. If your device cannot meet the requirements, request a district iPad — ISD 318 cannot upgrade, reconfigure, or replace parts on a personal device to make it compatible.

Technology Support

For district devices and school accounts, contact the Grand Rapids Area Schools Technology Department at grhelpdesk@isd318.org. A team member will respond as soon as possible during Help Desk hours: Monday–Friday, 7:30 a.m.–3:30 p.m.

For problems inside Edgenuity or Buzz, contact Imagine Learning technical support at 877-202-0338 or support@imaginelearning.com, seven days a week.

For internet access — including requesting a hotspot, or a hotspot that has stopped working — contact the GRAVA office at (218) 327-5704.

For a personal device that needs repair or servicing, contact the manufacturer, the retailer, or your own tech support. GRAVA and ISD 318 will help you troubleshoot access and get logged in, and will always tell you what we are seeing — but we cannot service equipment we do not manage.

Workspace & Supplies

Students must have their device charged and ready each day for live sessions and coursework. We strongly encourage a designated daily workspace; high-speed internet access is required. A headset or earbuds (with a microphone feature) are required for live classes and support sessions. We also recommend notebooks, pencils, a calculator, and other supplies you would use in a traditional setting. None of these supplies are required — the list below is simply a starting point to help your child set up a quiet, consistent workspace where they can focus and do their best work. Use what fits your child, and skip what doesn't.

Supply Lists

K–5	Grades 6–8	Grades 9–12
Pencils	Notebook	Notebook
2 Notebooks	Pencils	Pencils
Black permanent marker	Headphones	Headphones
Expo markers	Mouse (optional)	Mouse (optional)
Highlighters (Gr. 4–5)	TI-84 calculator (optional; Desmos used online)	TI-84 calculator (optional; Desmos used online)
Crayons or colored pencils		
Scissors, tape, notecards		
Headphones/earbuds (with mic)		
Post-It notes (optional)		

Additional materials may be required depending on elective choices. Few consumable materials are required for K–5 courses; when needed, they are mailed directly to families.

Standardized Testing

All GRAVA students are expected to participate in state and district assessments. The Minnesota Comprehensive Assessments (MCAs) are given in grades 3–5, 7, 8, 10, and 11. High school students take the science MCA once during their high school career, generally while taking Life Science/Biology. Other state-mandated tests may be administered throughout the year.

Parents/guardians have the right to refuse student participation in statewide testing. Those choosing refusal must review the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing (included as an appendix) and complete and return the form. District assessment policies are available at isd318.org/domain/263.

Activities, Athletics & Graduation

Students living within the Grand Rapids Area Schools district boundary may participate in athletics and activities; contact the Grand Rapids/Bigfork High School Activities Office with questions. Students in partner districts may participate in their home district's activities. Students enrolled in GRAVA have the opportunity to participate in the Grand Rapids/Bigfork High School graduation ceremony.

Attendance on days of school activities: except for medical/dental appointments and school-approved activities, attendance for the entire school day is required on the day of a game or performance.

Parent–Student–Teacher Conferences

Conferences are scheduled throughout the year to keep parents and guardians informed of the progress students are making at GRAVA. Parents/guardians are encouraged to access the Infinite Campus Parent Portal for up-to-date grades; families set up a Campus Parent account using an activation key from the district (contact the GRAVA office if you need one).

Bullying Prohibition

GRAVA is committed to a safe and caring environment for all students. We treat one another with respect and do not tolerate bullying of any kind. “Bullying” means any gesture or written, verbal, graphic, or physical act — including cyberbullying transmitted through the internet, a phone, or another electronic device — reasonably perceived as intimidating, mocking, belittling, hostile, humiliating, or threatening, or otherwise likely to evoke fear of physical harm or emotional distress. It includes hurting another physically, damaging belongings, ganging up, hurtful teasing or name-calling, put-downs (including those based on race, gender, or other characteristics), and spreading rumors.

Off-campus behavior — including on computers, phones, or other devices, whether at home or elsewhere — is subject to consequences under this policy if it creates a material and substantial disruption of the educational process (Policy 423 and Policy 514).

Student expectations:

- Treat others with kindness and respect; refuse to bully others.
- Refuse to let others be bullied; refuse to watch, laugh, or join in.
- Try to include everyone, especially those often left out.
- Report bullying to an adult.

Nondiscrimination

It is the policy of GRAVA to provide equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, sexual orientation, age, gender identity or expression, or socio-economic status. Students with disabilities are entitled to a free appropriate public education that includes general education, special education, and/or related aids and services.

The following persons handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator	Section 504 Coordinator
Kasie Maeder, Director of Human Resources Grand Rapids Area Schools 218-327-5708	Anna Lloyd, Director of Special Services Grand Rapids Area Schools 218-327-5705

Visit isd318.org for more information. All policies, including Policy 522 — Title IX Sex Nondiscrimination, are at isd318.org/domain/236.

School Attendance & Religious Observance

Regular school attendance is directly related to success in academic work and establishes habits of dependability important to a student’s future. Reasonable efforts will be made to accommodate any

student who wishes to be excused from a curricular activity for a religious observance; requests should be directed to the GRAVA principal.

Open-Enrolled Students

Per Minn. Stat. §§ 124D.03 and 124D.08, GRAVA may terminate the enrollment of a nonresident student at the end of a school year if the student meets the definition of a habitual truant, has been provided appropriate truancy services (Minn. Stat. Ch. 260A), and the case has been referred to juvenile court. GRAVA may also terminate the enrollment of a nonresident student over age 17 who is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn.

Records & Your Rights

The collection, security, storage, and release of student information follows state and federal law. The district uses student information to plan the best education program while protecting each student's and parent's right to privacy; access by third parties is controlled. The superintendent has overall responsibility for student records and delegates day-to-day responsibility to building administrators and certain district personnel.

Directory information

Public directory information may be disclosed in class lists or other lists and includes: name; school of attendance; dates of attendance; grades completed; degrees and awards received; participation in officially recognized activities/sports; height and weight of athletic-team members; and photographs (including most videos). Names of students in each class and classroom photographs are designated as limited directory data. If you do not want directory information used for school functions, submit the request in writing to the principal (Policy 515). See also the Notification of Rights under the Protection of Pupil Rights Amendment (PPRA).

District Policies

A complete list of policies is on the district website at isd318.org/domain/236. Policies referenced in this handbook include:

- 102 Equal Educational Opportunity
- 413 Harassment and Violence
- 418 Drug-Free Workplace/Drug-Free School
- 419 Tobacco-Free Environment
- 423 Employee-Student Relationships
- 501 School Weapons Policy
- 502 Search of Lockers, Desks, Possessions & Person
- 503 Student Attendance
- 506 Student Discipline
- 514 Bullying Prohibition Policy

- 515 Protection and Privacy of Pupil Records
- 522 Title IX Sex Nondiscrimination Policy
- 524 Electronic Technologies Acceptable Use Policy
- 526 Hazing Prohibition
- 529 Staff Notification of Violent Behavior by Students
- 531 The Pledge of Allegiance
- 534 School Meals Policy

Appendix A — Statewide Assessments: Parent/Guardian Participation & Refusal

Your student's participation in statewide assessments is important: it allows your school and district to ensure all students have access to a high-quality education. By requiring all students to take statewide assessments, schools and teachers gain information to see how every group of students is doing, which helps schools improve instruction and identify where additional support is needed.

Assessments connect to standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards, which define the knowledge and skills students should be learning in K–12 public and charter schools.

How assessments help families and students

Participating gives families a snapshot of their student's learning. High school students can use MCA results for Postsecondary Enrollment Options (PSEO) in grade 10 and for course placement at a Minnesota State college or university — a college-ready score may waive a remedial, non-credit course. English learners who take ACCESS or WIDA Alternate ACCESS and meet requirements may exit English-learner programs.

Student participation is a parent/guardian choice

If you choose to have your student not participate in a statewide assessment, provide a reason on the refusal form. Contact your student's school to learn about locally required assessments.

Consequences of not participating

- The student will not receive an individual score (for ACCESS/WIDA Alternate ACCESS, the student would not have the opportunity to exit their English-learner program).
- School and district results will be incomplete, making it harder to form an accurate picture of student learning.
- Because all eligible students are included in some calculations even when they do not participate, accountability results may be affected — which may impact the school's identification for support or recognition for success.

Check with your local school or district for any other consequences for not participating.

Appendix B — Technology Device Agreement & Insurance Plan

GRAVA families who receive a district iPad complete the Grand Rapids Area Schools Student and Parent/Guardian iPad Agreement through the 1:1 Digital Student Learning Initiative (DSLi). The agreement and insurance plan are reproduced below for reference; families sign the current form before the school year begins.

Student and Parent/Guardian iPad Agreement

The iPad remains the property of Grand Rapids Area Schools. At the end of the school year — or upon transfer or withdrawal from the district — the parent and student agree to return the iPad, Apple wall charger, and cord to the school in the same condition it was issued, less reasonable wear. Families review the Grand Rapids Area Schools 1:1 Digital Student Learning Initiative policies (isd318.org > Teaching & Learning > iPad Parent Information) and, by signing, agree to:

- The Student Responsibilities and Pledge for iPad use;
- The iPad Insurance Options;
- The Parent Guide and Agreement; and
- The App Consent Form.

iPad Insurance Plan

Insurance through the DSLi is encouraged but not required. Families who decline are responsible for the full cost of repair or replacement of a damaged or stolen iPad. Key terms:

- Annual, non-refundable fee: first device $40, second device $30, third device $20 ($90 family maximum).
- Repairable accidental-damage deductible: first incident $0, second incident $50, third incident $100.
- Major damage: $100 deductible; one complete device replacement in a four-year period.
- Typical repair cost without insurance: screen replacement $100; complete iPad $300.
- Covered: accidental damage; theft (an official police report must be filed); and a one-time charging-cable replacement (the faulty cable must be exchanged).
- Not covered: damage deemed intentional; actions deemed negligent; a lost iPad; charging cable; wall power adapter; and case.

Chargers, Cases & Claims

For an iPad to remain covered, it must be charged with the Apple-certified charging cable and power adapter issued to the student. Replacement chargers and cases are purchased through the school office to ensure compatibility: charging cable $20 (one replacement is issued at no cost through the insurance program with the exchange of a faulty cable), wall power adapter $20, and iPad case $50. A school-issued case must remain on the iPad at all times, with the name tag visible in the case card slot; do not decorate the case.

To file a claim, both the parent and student must be present. Present the damaged iPad (or a police report if theft occurred) to the school office, complete a claim form, and pay the deductible. Every effort is made to replace the iPad promptly with the same model; if it is unavailable, an older model may be issued.

Access to district technology is provided for educational purposes and may be revoked at any time for abusive or inappropriate use.