

PARK RAPIDS AREA VIRTUAL ACADEMY HANDBOOK

2026-2027

PRAVA - Park Rapids Virtual Academy
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Preparing Today's Learners for Tomorrow's Challenges!

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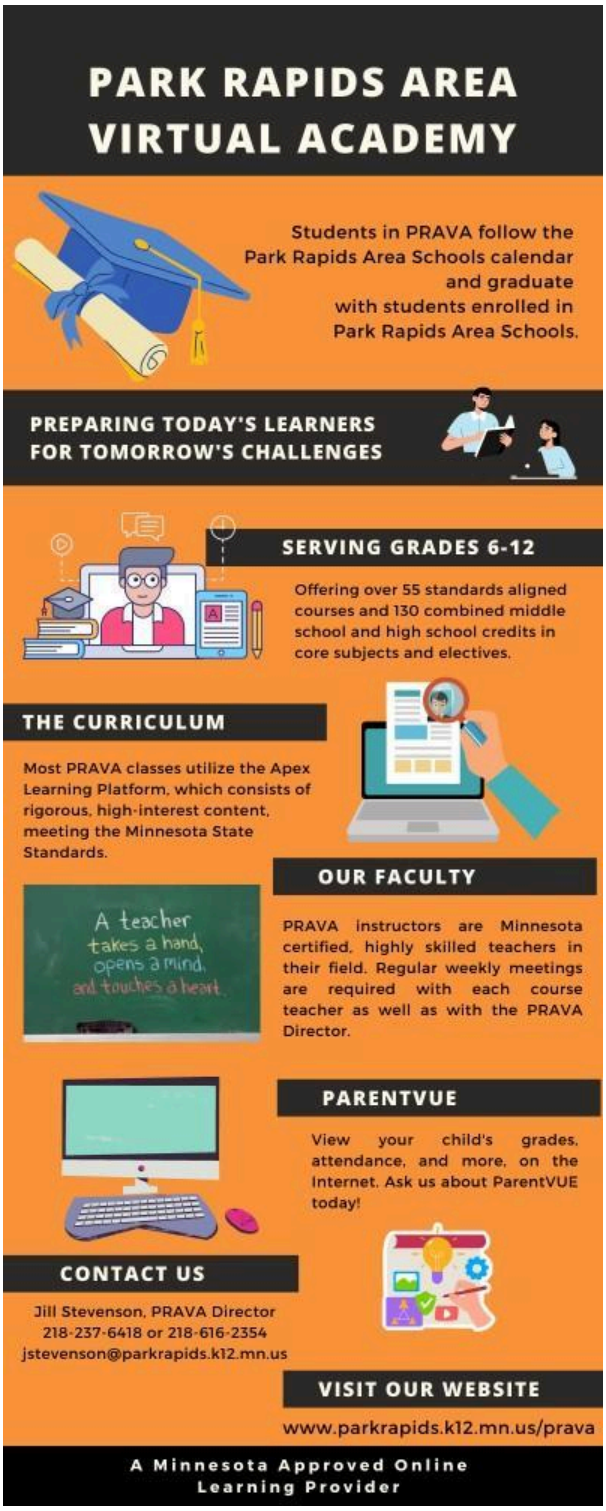
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PRAVA is a Minnesota State-Approved Online Learning Provider offering comprehensive and supplemental courses in grades 6-12. Minnesota licensed and certified teachers from Park Rapids Area Schools provide instruction, guidance, and support for full-time online students. Course curricula are aligned to Minnesota Academic Standards and delivered through the Apex Learning virtual platform. PRAVA students have access to coursework 24/7 but meet at least weekly with their instructors. In addition to teacher meetings, direct communication and meetings with the PRAVA Director/Advisor support students in their online educational journey. Special education, mental health, and additional interventional services are available for enhanced student support. A Park Rapids District 309 email account, Google Suite access, Subject.com, and Apex Learning account credentials are provided, with Google Chromebook and Wi-Fi hotspot availability to students upon request.

School Organization

The PRAVA school year is divided into three trimesters (fall, winter, spring) with marking periods following the Park Rapids Areas Schools calendar. Classes are offered on twelve-week intervals with each trimester course carrying one credit. PRAVA students take a full load each trimester, equaling six credits. Students must plan a minimum of 18 credits each full year of school.



Message to Parents/Guardians

Parent/guardian involvement in the educational process is recognized by the PRAVA staff as a major facet in the maintenance of a quality educational program. Every effort is made to involve parents/guardians in the educational process. There are several ways in which this may occur:

- The PRAVA Director/Advisor meets with each student and his/her parent/guardian to discuss the recommendations for success in an online learning academy.
- Parent-teacher conferences are scheduled on a trimester basis and as needed. Parents/guardians are encouraged to confer with the teachers of their children in order to discuss mutual concerns regarding their child's education.
- Apex and Subject reports are emailed weekly to students and parents/guardians so they are aware of the progress made in each class.
- Counseling personnel are available to help students with career information, college information and financial aid, graduation requirements, registration, schedule changes, and individual student counseling and referral. Parents/guardians are encouraged to contact the PRAVA Director, the CES (Coordinator of Educational Services), or the school social worker when concerned about your child's education.

Panther Pride:

We are Respectful and Responsible in our Relationships

Behavior Expectations

- Accept responsibility for behavior and learning
- Be Prompt and Prepared
- Have appropriate materials
- Respect Authority
- Follow Directions Promptly
- Listen to Speaker
- Display a Concern for Learning
- Attend School Daily
- Remain on Task
- Treat school technology tools with care and return when requested

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SECTION 1: INFORMATION

Application Process

In order to be accepted in the Park Rapids Area Virtual Academy, a student must first visit the PRAVA webpage and complete the online questionnaire Will You Have Success *in PRAVA?* This will provide the student and his/her parents/guardians with a foundational understanding of the expectations an online education demands.

If the student and parent/guardian determine that online learning is appropriate, the next step is to complete the registration application found on the website, and make contact with the PRAVA Director.

In PRAVA, students are placed in an individualized curriculum. Middle school courses will be provided in the core content areas (Language Arts, Math, Science, and Social Studies). Electives will be determined on an individual basis. High School courses will be required to meet all graduation requirements of the Minnesota Department of Education and Park Rapids Area School District 309. Students are expected to complete the minimum number of credits as per policy each trimester to maintain appropriate progress toward graduation.

Typically, students are accepted into PRAVA at least two weeks prior to the beginning of each trimester.

Attendance

Documentation for student absences must be provided to Park Rapids Area Virtual Academy websites by parents/guardians who request their child be excused due to illness, medical appointments, family emergency, or other reasons.

Section 1. Students are expected to inform their classroom teacher(s) in the event that they must miss a regularly scheduled meeting. This should be done as soon as the absence is known to the student. Parents/guardians must email the PRAVA secretary at prava@parkrapids.k12.mn.us by 10:00 a.m. on the day a student is absent. If this is not done, the student will be marked with an unexcused absence. NO excused absence shall be given until parent/guardian contact has been made. All absences that have not been verified as excused will be considered truancy.

Note to 18-year olds: Parent/guardian correspondence is required for absences or other excuses regardless of student's age. If the parent/guardian does not notify the school the absence will be considered truancy.

Section 2. Students must log into the Google Classroom, Apex Learning system or Subject.com platform a minimum of 75 minutes per week for each class in which they are enrolled. This time can occur at any day/time between Sunday and Saturday each week. Failure to log in and complete PRAVA school work will result in truancy and the truancy consequences may be applied. In addition, students must attend a required weekly virtual teacher/class meeting in each class in which they are enrolled. In the event of illness, medical appointment, or family situation, the student is expected to contact their teacher(s) as soon as they are aware of the absence. In addition, as per Section 1, the parent/guardian must provide communication verifying the absence.

Section 3. A pre-excused absence is any absence for excusable reasons which can be logically planned 24 hours in advance of the absence. For this type of absence:

- The parent/guardian must communicate the excuse at least 24 hours prior to the absence via prava@parkrapids.k12.mn.us.

Section 4. Participation in school activities. Students who are absent for more than one-half day shall not participate in school activities that day or evening. To be eligible to participate in extracurricular activities, students must be in school at least 75 minutes per week per course in addition to attending all weekly virtual teacher/class meetings. Since attendance in PRAVA lags behind the regular attendance week, students may lose their permission to participate in school activities based on truancy up to two weeks following the time the absences occurred. This does not apply to absences due to school activities, college visits or other circumstances approved by the PRAVA Director. When activity participants return late at night from games played during the week, the student is expected to attend all classes as usual.

If the school week is shortened due to a non-school day or excused absence on the part of the student, the attendance will be adjusted accordingly.

Activities Handbook for Students and Parents

A full Activities Handbook is available for students participating in Park Rapids Area School-sponsored activities. This handbook is located on the Park Rapids Area High School website at:

Activities Handbook https://prahs.parkrapids.k12.mn.us/activities-athletics/registration-information

Admissions/Non-Resident Enrollment

Enrollment paperwork, transcripts from previous school and immunizations must be completed before any students may enroll in school. Non-resident students will not be enrolled until prior school records have been received by the school. Non-resident student population will not exceed 30% of the PRAVA enrollment at any time. Preference for admission may be given to those students who already have siblings who are successful in the program.

Atmosphere for Learning

Families enrolling their children in PRAVA must be able to verify that the student has an appropriate atmosphere for learning. This includes (but is not limited to):

- a dedicated space in the home to work
- the necessary time needed to complete coursework
- parent or guardian ability to communicate with PRAVA Director and support student learning
- adequate access to technology
- individual effort and motivation on the part of the student to keep up with coursework.

Computer Equipment

A Chromebook is available to PRAVA students for the entire time they are enrolled in the Park Rapids Area Virtual Academy. In addition, students needing wifi access can check out a wifi device. Technology staff in the Park Rapids Area Schools are available to assist students with issues related to school technology devices and to software required by PRAVA. Assistance may not be available for specific devices not owned by the school. All technology equipment loaned to students must be returned when the student is no longer enrolled in PRAVA.

Repair and replacement of PRAVA Chromebooks is the responsibility of the student. Insurance for technology equipment is available.

Conferences/Contacting the Teacher

Parents/guardians are invited and encouraged to attend their child's Advisor Time with the PRAVA director for Parent/Teacher Conferences in accordance with the Park Rapids School District calendar.

Parents/guardians should contact the PRAVA Director if the time does not work so a visit can be scheduled. Parents/guardians are also invited and encouraged to meet with their child's PRAVA teachers. A conference schedule may be provided, or a parent/guardian can email or call teachers to set up an appointment.

At any time, parents are encouraged to call or email teachers with questions or concerns. Although the best time to talk to your child's teacher at school is before or after school, you may call or email at other times and leave a message.

Co-curricular & Extracurricular Programming

Every student is encouraged to become involved in at least one school activity in addition to his/her academic courses. The co-curricular program of the Park Rapids High School forms a very useful and important part of the school's total curriculum. By voluntary participation, the student is able to develop skills, interests, and abilities, which they may not develop in an online or classroom setting.

Students participating in activities governed by the Minnesota State High School League (MSHSL) who violate certain rules are subject to the League's as well as to the districts, discipline policies. MSHSL consequences range from loss of eligibility for two events or two weeks to loss of eligibility in all activities.

Complaint of Services

The procedures are intended to resolve concerns of the citizens, parents, and students of Park Rapids Area Virtual Academy. Most problems can be resolved by an informal meeting between the citizen and the staff member. If the problem cannot be resolved at that level, it can be appealed through the chain of command if necessary. Written complaints must be filed within ten working days from the date of the incident. (District Policy 103)

Directory Information (Student Information)

Certain information has been classified as directory or public information. Parents may request annually in writing that directory information not be released. Pictures of students and school activities may be posted on the district website, yearbook, and social networks promoting classroom and school activities. (District Policy 515) PRAVA students are welcome to provide a senior picture for the yearbook, or other appropriate pictures to be used for school memory books.

Distance Learning Days

When Park Rapids Area Schools are having a planned or emergency distance learning day, PRAVA students and teachers will meet following their regular schedule. If teachers are unable to meet at their regularly scheduled time they will contact their PRAVA students to make alternate arrangements. A Park Rapids School distance learning day is no different than any other PRAVA school day.

Enrollment Options

Students attending school in Minnesota have a number of educational opportunities which allow them to enroll in a public school or program located in a district other than the one in which they live. These "graduation incentives" give students alternative ways of getting their high school diplomas. Brief descriptions of some of these options are listed below. For additional information, contact the Park Rapids Area Schools guidance counselor.

- Area Learning Centers offer alternative programs to help students graduate from high school.
- Minor Parents, Pregnant Minors: Eligible youth may choose from alternative programs to earn a high school diploma.
- Open Enrollment: A student must submit an Enrollment Options form to the non-resident district before January 15 for attendance for the following school year.
- PSEO —Juniors and Seniors have the possibility of arranging classes in a vocational school or college while still in PRAHS. The intent of this option is to promote academic excellence and increase options for ambitious students. Students interested in this option should start the necessary process with the Park Rapids Area High School counselor.

Equal Rights

The Park Rapids School District, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, religion, color, national origin, economic status or disability in the following areas:

Education Practices	Employment Practices
Access to course offerings	Employment criteria
Curricular materials	Hiring and termination
Counseling practices	Job classification and structure
Extra-curricular activities	Marital or parental status, age
Athletics	Advertising
Use of school facilities	Pre-employment inquiries

Excused Absences

In order for a PRAVA student's absence to be excused, a parent/guardian must email the PRAVA secretary at prava@parkrapids.k12.mn.us to explain the reason for the absence. When a student has missed more than three consecutive days due to illness, a doctor's note is required.

Eligibility to Participate in Graduation Commencement

To be eligible to participate in commencement exercises, a student must be attending all classes in their last trimester that allows them to meet graduation requirements as of the graduation date. If a student drops or loses a required class due to poor attendance or to inappropriate behavior, the student forfeits the opportunity to participate in commencement exercises. It is the student's responsibility to make certain that in his/her registration all graduation requirements are met. Students may view their graduation requirements through StudentVUE.

Graduation Credit Status

Students must earn 72 trimester credits to graduate from Park Rapids Area Virtual Academy/Park Rapids Area High School. Credits are earned beginning with the 9th grade year.

Lettering for Achievement

A uniform system of lettering shall be used to recognize students who achieve high standards through extra-curricular activities, and classroom performance. The following are guidelines to be used for the award of letters:

1. Lettering may be achieved in three categories:
    - Academics - 3.5 current GPA for 2 trimesters.
    - Athletics - As established by the Athletic Department.
    - Fine Arts - As established by Music and Drama Departments.
2. A standard chenille block "PR" letter will be used.
3. A chenille letter and insert appropriate to the particular activity will be awarded to a student who initially letters in any of the three categories.
4. When a student subsequently earns a letter, for the first time in any of the other categories they will receive an insert appropriate to the particular activity.
5. Each time a student letters after the first time in any particular activity, they will receive a gold bar insert for their letter.

Media Center

The Media Center is a place for research, leisure reading, quiet study and use of the non-print materials.

Many of these materials are available online for distance learning students. Visit the Park Rapids Area High School website for a complete list of these resources. https://prahs.parkrapids.k12.mn.us/our-school/ourlibrary

Parental Rights

By statute, non-custodial parents, just as custodial parents, have the right to access and receive copies of school records and information, to attend parent/teacher conferences, and to be informed about their child's welfare, progress, and status. All parent information should be included in our student information system, Synergy, for access to student information. Upon parental request, District 309 will provide appropriate information pertaining to their child's teacher's professional degree and qualifications as stated on his/her state licensure. Parents may also make inquiries concerning the qualifications of any paraprofessional working with their child. (Policy 597)

ParentVUE

Parents are encouraged to access ParentVUE regularly. Please contact the office to receive a username/password. Users of ParentVUE will have access to up-to-date information on their students' assignments and grades, attendance, schedules, informal progress reports and report cards. Weekly electronic progress reports are also available through ParentVUE. Please make sure your email address is up to date in the office.

Philosophy

Park Rapids Area Virtual Academy (PRAVA) is committed to offering students a variety of experiences for meeting the challenges of an ever-changing complex society. Comprehensive offerings in the academic core areas range from traditional secondary classes to advanced level courses in all subject areas. The programs are further supplemented by electives from which to choose. Participation in on-site courses is available, including band, choir, CTE (career & technical education), agriculture, advanced languages, physical education and swimming.

We believe the primary purpose of the Park Rapids Area Virtual Academy is to provide educational experiences which will enable students to acquire and apply knowledge, and that will allow each student to meet his or her greatest potential mentally, physically, emotionally and socially.

Pictures

Park Rapids School contracts annually to have individual student photos taken early in the school year. Information regarding prices, times, and dates will be distributed. Students must arrange for a time to be on campus in order to have their picture taken. Parents/guardians are not obligated to purchase any pictures; the school simply makes available the service.

School District Communications

Park Rapids Area School District has a phone and email service, Finalsite School Communications, which allows school personnel to personally communicate with parents/guardians regarding emergency situations, school events, and other important issues impacting parents/guardians and their children. Personalized voice messages may be sent to the parent/guardian(s) home, work, or cell phones, and email.

District 309 personnel are able to reach students' families in the district within minutes. In order for the system to function properly, having current phone numbers and email addresses is imperative. Inform the PRAVA Director if family phone numbers, email, or physical addresses need to be added or have changed.

Student Assistance Program

The Student Assistance Program offers assistance to students with physical, emotional, social, legal, sexual, medical, familial, or chemical use problems. It also provides a structured, organized liaison between the school and outside agencies. This could include monitoring the educational program of students in a treatment facility and assisting in the adjustment of the student returning from an outside placement.

The intent of the student assistance program is to offer a helping hand--not to attempt to pry or punish. The program is strictly confidential. The request for help may be initiated by the student, the student's family, teachers, or other school employees. For more information contact one of the following:

- PRAVA Director
- School Nurse
- Guidance Counselor
- Academic Advisor

Student Records

Student's grades and cumulative records contain confidential information and primarily reflect academic performance. Students and their parents have the right to a private interpretation of their records by the PRAVA Director or counselors. Students also have the right to question and add relevant and pertinent information to their permanent and accumulative records. Access will be in compliance with Minnesota State Laws. The collection, security and dissemination of student records shall be done in compliance with Minnesota State Law, Chapter 479, Section, 15.162 to 15.168.

Any student and his/her parents or guardian shall have the right to examine; challenge or request copies of said student's permanent records upon written request.

1. For students under 18 years of age, the request must be signed by the parent or guardian.
2. Students over 18 years of age may sign their own request, provided that an age 18 waiver form is on file.

For additional information, refer to RELEASE OF PUPIL RECORDS. (District Policy 515)

Technology/Internet Use

All Park Rapids Area Virtual Academy Students have the opportunity to use the computer technology available through the school. All PRAVA Consequences of Behavior apply to the use of school computers. Vandalism or theft of computer equipment, unauthorized access to information, computer piracy hacking, profanity, and offensive or harassing behavior will not be tolerated. PRAVA reserves the right to monitor all student activities on the network.

Students must have a current internet Acceptable Use Policy Permission Form on file in the Media Center in order to access the internet on school-owned equipment. Individual internet usage accounts will not be enabled until the form is received and processed by IT staff. All technology equipment must be returned to the school prior to the conclusion of the school year, or immediately when a student exits the program.

**The administration reserves the right to sanction students more severely based on the nature of the offense. Internet and network use is a privilege, not a right, and may be removed. (District Policy 524)

Withdrawals

If a student plans to withdraw from school before the end of the school year, s/he must meet with the

PRAVA Director. A transcript of a student's record will be sent to his/her new school when requested by the principal of the new school, and when all school-owned supplies have been returned to the PRAVA Director. Transcripts will not be sent with the student; however, a copy of the report card can be accessed through StudentVUE.

Regular attendance is directly related to a student's success. Every student between the ages of 7 and 16 must receive an education. Students between the ages of 16 and 18 who wish to discontinue their education must attend a meeting with their parent/guardian and school officials to discuss educational options available, and a written election to withdraw must be signed.

SECTION 2: ACADEMICS

Academic Integrity

Park Rapids Area Schools values honesty, fairness, responsibility, and respect in regard to academic achievement. Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents in an attempt for academic gain, may result in the loss of credit for that assignment, and consequences deemed appropriate by administration.

The expectation is all student work presented as their own must be the product of their effort. The submission of someone else's work, including using electronic resources or online software, including artificial intelligence, violates copyright and licensing agreements and is considered academic misconduct, consequences are at the discretion of school staff in accordance with the school handbook.

Academic Letterwinner Program

Students are invited to attend the Academic Letterwinner Program held in the spring at Park Rapids Area High School after achieving honor roll status for two trimesters.

Academic Load

All students MUST enroll in and carry AT LEAST SIX CLASSES each trimester. There are 84 possible periods in the regular schedule in which students must earn the 72 credits required to graduate in 4 years.

Academic Performance/Eligibility

The A, B, C, D, and F grading system is used in most classes. Three times during the school year, each student will receive a report of his/her progress. Only the final grade in a subject is recorded in the permanent records. Grade checks will be done every two weeks; if a student is failing a class and participating in activities he/she will be put

on academic probation for one week to become eligible. If after one week the student is still failing, he/she will become ineligible for the next week and or until the grade is passing.

Advanced Standing Credits

Students may earn college credit from Northwest Technical College Bemidji, MN State Community and Technical Colleges (all campuses) or Northland Community & Technical College, (by completing certain high school courses.

Students must meet the following criteria before they are eligible for credit.

- Graduate with at least a 2.0 high school GPA
- Enroll, register, and is a student in good standing at any above named technical college
- Applies for Advanced Standing within 36 months of completion of eligible high school course by submitting appropriate forms, available from the school counselor
- Has completed a minimum of twelve (12) credits at any above named technical college with a minimum GPA of 2.0

The following courses are eligible for Advanced Standing Credit:

- Keyboarding/MS Word
- Money Management
- Accounting I
- Medical Terminology

Please note: Advanced Standing Credits are only available in in-person classes, but can be options for PRAVA students if they are available to attend Park Rapids Area High School in person.

Alternative Learning Center

The Park Rapids Area Alternative Learning Center (ALC) is a year-round independent study program sponsored by the Park Rapids Area Schools serving learners from 16 to 21 years of age. Instruction is individualized, and credits are awarded on a performance or independent study basis. Students who complete their credits will receive the needed high school credits that will allow them to graduate with their class or to graduate from Park Rapids at a later date. The ALC uses a unit system of completing work which combines seat time and written/project work. The course work can be completed during one trimester or stretched over a longer period of time.

Eligible students under age 21 are those who meet any of the following criteria: (1) are performing substantially below grade level; (2) at least one year behind in credits for graduation; (3) are pregnant or parents; (4) have experienced physical or sexual abuse; (5) are chemically dependent; (6) have mental health problems; (7) have been homeless recently; (8) have withdrawn from school or been chronically truant (usually age 16); or, (9) speak English as a second language or have limited English proficiency. Contact the high school office for more information on the Alternative Learning Center.

College Credit Courses (CIHS)

A limited number of advanced level courses may be taken for both high school and college credit while staying in the regular high school setting. Students must have a CUM GPA 3.0 to enroll. Any courses below a C will not transfer and less than a 2.00 GPA in the college classes will cause the student to be dropped.

College in the high school courses are available in the areas of:

- English: College English
- Mathematics: College Algebra, Trig & Statistics
- Social Studies: College Social
- Science: Physics and College Anatomy & Physiology.
- Business: MS Office Applications Bemidji State University
- Science—courses earn 5 semester-hours for the full year sequence of Physics M-State
- Science—courses earn 8 semester hours for the full year sequence of Anatomy & Physiology
- English each trimester is a 3 semester-hour course for college credit. College courses included are Comp I, Comp II and Public Speaking
- Mathematics course may earn 3 semester-hour college credits for the full year of College Algebra

- Social Studies courses earn 6 semester-hours for the full year sequence of College Social. Courses include Intro to Psychology and Intro to Sociology.
- Business 3 semester hours are earned in the one trimester course. College course includes Intro to Microsoft Applications

To receive college credit a student must have a grade of "C" or above. These courses may also be taken only as high school courses with no college credit. For further information, see your guidance counselor or principal.

Please note: College credit courses are only available in in-person classes, but can be options for PRAVA students if they are available to attend Park Rapids Area High School in person.

Extra-Curricular Eligibility

Extra-curricular academic eligibility rules:

1. This policy applies to all students involved in any activities which extend beyond the regular classroom program.
2. Eligibility refers to participation in contests, public performances or any activities causing students to miss classroom time in other subjects. Students may, at the discretion of the coach/advisor, practice for the activity.
3. To be eligible for participation, a student must be making satisfactory progress toward graduation requirements.
4. "Satisfactory progress" is achieved by: maintaining a passing grade in all classes and regular attendance in all classes.
5. The Park Rapids Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.
6. **Failures/Incompletes from a previous grading period:** After failing or receiving an Incomplete, a student shall be ineligible for the next two contests after report card grades come out. If the activity they are registered in has 10 or less regularly scheduled seasonal events, the student will miss the first contest after grades are distributed. No student who has failed a class or earned an incomplete grade will be allowed to participate in extracurricular activities until they are passing all their current classes.

Career and Guidance Counseling Services

The Guidance and Career Counseling Center is organized to assist students with education, career and personal concerns. Educational and vocational materials are available for student use in developing individual plans. The primary purpose of the counselor is to help students help themselves. These services are available to PRAVA students.

Coaching

As a parent/coach you can sign up to receive weekly emails on Sundays that give you an overview of how your student is doing in their Subject and Apex Learning courses. Use this information to keep apprised of your student's performance and as a conversation starter if they appear to be struggling.

Grade Checks

During each grading period, the Athletic Director will conduct an academic check at two-week intervals. Any students who are failing or have three or more incomplete grades at that time will serve a one-week probationary period but continue to practice and participate. After one week has passed since the initial date that grades were checked, students who are on probation will have their grades electronically checked to view their academic status. Any probationary students who are now failing or continue to have incompletes will serve a one-week ineligible period. This cycle will continue throughout each trimester.

A request for a review from any person involved will be referred to a review board made up of the school PRAVA Director, Activities Director, and the classroom teacher who issued the failure. The student and the parent/guardian may be present if they desire.

Grading/Honor Roll

Grades are earned in each course on an A, B, C, D, F (failure) basis. Grades are figured on a 90%, 80%, 70%, 60% basis, with pluses and minuses used.

Honor Roll: To make the 'A' Honor Roll, students need a 3.665 grade point average. To make the 'B' Honor Roll, students need a 3.00 grade point average. Students who have a "D" or "F" will not qualify for the Honor Roll.

Graduation Requirements

Credits for graduation must include: Language Arts 12 Credits, Social Studies 11 Credits, Physical Education 5 Credits, Health 2 Credits, Math 9 Credits, Science 9 Credits, Fine Arts 1 Credit, (Required 51 Credits), electives 23 Credits, Total Credits Required 72.

Freshman: Full year of Science, Math, Language Arts, Social 9 and Physical Education.

Sophomore: Credits not earned in grade 9 will be made up in grade 10. You must successfully complete a minimum of a full year of American History, Language Arts, Chemistry, Math and one trimester each of Health and Physical Education

Junior: Credits not earned in grade 9 and 10 will be made up in grade 11. Students must successfully complete a minimum of one full year of Social 11, Language Arts, Biology and Math.

Senior: Required classes, failed earlier in high school, will have to be repeated. During the senior year, students must take a minimum of one full year of English Language Arts and two Social Studies credits.

Incompletes

An Incomplete or "I" grade is given when a student has not completed assigned class work. Students who have an "I" on their report card are not eligible for the Honor Roll unless the work is made up before the Honor Roll is calculated. Incompletes must be resolved within two weeks of the end of the grading period. Incompletes will only be given for extreme extenuating circumstances (i.e. medical or emergency). If the incomplete is not made up within two weeks after the end of a grading period, it automatically becomes a failing grade, unless other arrangements are made between the teacher, student and the director.

Arrangements for any exception must be made in writing and approved by the PRAVA Director. No advance work or credit shall be given to students who do not complete school through the final days of a grading period.

Intervention Team

Programs are set up for students with social or academic concerns. Students may be referred to a child study team by parents, classroom teachers, special education staff, and/or outside agencies already serving the student. The team for an individual student could include:

- the parent/guardian
- the student's current classroom teacher
- appropriate special education staff and other school support personnel
- a school administrator or designee

Late Work

PRAVA students must submit written assignments on or before the due date established, provided there are no excused circumstances. For every school day the written assignment is late up through the fifth day, 10% of the score for that assignment may be reduced. For written assignments submitted on or after five school days of the due date, 50% of the earned assignment score can be received.

Submitted on or before due date - 100% of the earned assignment score

1 school day late - 90% of the earned assignment score
2 school days late - 80% of the earned assignment score
3 school days late - 70% of the earned assignment score

4 school days late - 60% of the earned assignment score
5 or more school days late - 50% of the earned assignment score

ParentVUE

ParentVUE is a student information system used to collect and store data such as student grades, family contact information, and attendance records. Parents/guardians can access ParentVUE to monitor their child's grades and attendance information. ParentVUE accounts are set up by the Park Rapids Area High School office staff.

Post Secondary Enrollment Options - PSEO

Sophomores, juniors, and seniors have the possibility of arranging classes in a vocational school or college; however, they must be enrolled in the Park Rapids Area High School. PSEO students may take PRAVA courses. A 10th grade pupil applying for PSEO must have received a passing score on the 8th grade Minnesota Comprehensive Assessment in reading as a condition of enrollment. The intent of this option is to promote academic excellence and increase options for ambitious students. If a student is considering the PSEO option, please contact the PRAVA Director for more information and to begin the application process.

PRAVA Program Participation

Since PRAVA is an alternative option for families, it is up to the discretion of the director if a student remains in PRAVA based on their attendance, academic progress, and behavior.

Promotion

It is the belief of the District 309 staff that students be challenged academically and that expectations for performance should be high. Every reasonable effort is employed to help students meet both individual goals and school expectations. Success at middle school is preparatory for high school and beyond. Students are expected to work toward academic excellence. Failure to meet minimum requirements for grading periods will result in placing students on academic probation with one or more of the following interventions:

Student Success programming, Targeted Services, Meeting with the Home-School Interventionist,
Grade checks with staff, and/or Academic Intervention Plans

Students on academic probation will be required to attend and work with staff in these specialized academic assistance programs or processes to help students improve learning. Students failing to make academic progress may be asked not to participate in school activities, or may be required to move to a traditional face-to-face school choice.

Registration

The classes students take should be chosen with care so as to best meet their future needs and interests. Certain subjects and credits are required for graduation as outlined in the registration information. However, there are a variety of courses in each area of study which will meet requirements, plus a variety of elective courses designed to meet student's individual interest. When in doubt, students should confer with the PRAVA Director or the high school counselor.

1. Make a tentative decision about after-school plans; example, college, vocational school, military or work.
2. Know the graduation requirements .
3. Read the course descriptions to choose courses that meet individual interests and plans.
4. Discuss class selections with the PRAVA Director, teachers, counselors, and most importantly, parent/guardian.

Schedule Revision

1. Schedule changes will require a conference with the PRAVA Director. Parent/guardian involvement is expected before major changes are made.
2. A student can only make a schedule change within the first 3 days of a trimester.

School Calendar/ELearning Days

The Park Rapids Area Virtual Academy follows the school calendar for the Park Rapids Area School District. PRAVA students are distance learners every day. E Learning days may be scheduled or used as snow days for Park Rapids Area School District students. These days are still considered PRAVA school days, and may provide the opportunity for additional contact time with teachers. In the event that a regularly scheduled PRAVA student meeting conflicts with E Learning activities, the teacher is expected to reschedule with PRAVA students as soon as possible. This must be communicated with the PRAVA Director and student as soon as a time is determined.

Testing

Testing data provides valuable information about each student's academic growth and helps the district monitor curriculum.

Minnesota Comprehensive Assessment (MCA)- Testing Window: March - May

The purpose of the MCA testing program is to measure student achievement against the MN Achievement Standards and to measure the academic progress over time. The Parent Guide and Refusal for Student Participation in Statewide Testing Form can be found in the Testing Area of the Park Rapids Area Schools website.

SECTION 3: POLICY & STUDENT CONDUCT

Abuse and Neglect

School district employees are mandated by state law to report all suspected cases of physical, mental, sexual abuse and neglect of children to Human Services and/or the Law Enforcement Center. Once a report is made to law enforcement or child protective services, the issue is out of the control of the school officials.

Academic Dishonesty/Cheating Policy

Academic integrity refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this ethical behavior in your academic conduct, and while there are many types of academic dishonesty, the two main concerns in the classroom are cheating and plagiarism.

Plagiarism

To steal and pass off the ideas or words of another as one's own. To use another's production without crediting the source (Merriam-Webster Online Dictionary, 2014).

Examples of plagiarism:

1. Copying any part of an article from the Internet or print source and adding it into your own paper with no quotation marks or no sources indicated.
2. Copying parts of articles from a number of sources and putting them together in your own paper without indicating the quotations and/or sources.
3. Paraphrasing a paragraph from a book, article or website without indicating the source.
4. Using the same structure, thesis or concept that an author uses in a book, article or website and not indicating the source.
5. Turning in any work created by someone else in whole or in part and claiming it as your own, including work created through artificial intelligence.

How to avoid plagiarism:

1. When you use information from a book, article, or website, always indicate where your information came from within the text of your paper. It is NOT enough to list your sources in a bibliography attached to your paper. Even if you are paraphrasing someone else's ideas or words, you need to indicate the author in the text of your paper.
2. Avoid copying and pasting from the Internet or photocopying information from books. Instead, TAKE NOTES and keep careful track in your notes of where your information is from.

3. Keep track in your notes of whether information is a paraphrase or a word-for-word quotation (use quotation marks for quotes) and keep track of the source and page number.

Cheating: Taking or giving answers or information about assignments, tests, or any class-related work.

Examples of cheating:

1. Copying someone else's answers on a quiz or test.
2. Locating exact questions/answers in an Internet search.
3. Using a calculator, iPad, crib sheet, or notes on a test without the teacher's permission.
4. Copying someone else's homework OR letting someone else copy your homework.
5. Sharing test answers electronically during a test.
6. Working together on an assignment that is intended to be completed individually.
7. Telling a student what the test covered or specific questions.
8. Claiming credit on a group project for contributions that were non-existent or below requirements
9. Falsifying or forging any academic document
10. Using Google Translate of any translation program for a test or composition
11. Using artificial intelligence to complete assignments or generate answers on quizzes or tests.

How to avoid cheating:

1. Always do your own work.
2. Never let someone copy your work on a test or assignment.
3. Never talk about a test

Academic Honesty: Violations Consequences

Offenses for Cheating and Plagiarizing are reported together as consecutive violations.

Plagiarism or Cheating: Offenses are cumulative grades 6-8 and 9-12

First Offense:

- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment
- Parent contact will be made by the instructor ·
- The student's name will be kept on file.
- Student will be reported to the Athletic Director

Second Offense:

- All of the first offense and the following:
- Administrative discretion whether student will be on probationary status or removed from class
- Student will be reported to the Athletic Director and can receive a Code of Conduct Violation from Minnesota State High School League

Attendance

Note: Pursuant to MN Law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of MN State

Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused. In addition, to have an absence excused, the parent must inform the school of the absences prior to, the day of, or not later than two school days after the absence at prava@parkrapids.k12.mn.us.

DISPLAY A CONCERN FOR LEARNING

Attend School Daily: Being a student is a FULL-TIME occupation. Attendance must be a top priority since students cannot gather the information needed to master a concept if they are not in class.

Absence Limit -- To ensure that each student gains the maximum from class instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to "catch up" on missed work, a limit on the number of times a student can be absent from class has been established. At the 7th absence in a class, a letter of concern will be sent to the parent. The student's parent/guardian will be requested to attend a conference with the school administrator. After the 10th absence the student may lose credit for the class. The student's parent or guardian will be notified.

Absences due to participation in school directed activities shall not be counted toward the seven absence limit. School directed activities include, but are not limited to, field trips, athletic contests, school music lessons, scheduled school government meetings, counselor scheduled college visits, and conferences excused by counselors, the principal, or the PRAVA Director. All other absences such as illness, family concerns, appointments, non-approved school visits, job interviews, vacations, etc. are counted toward the seven-day limit.

Regardless of the reason for being absent, the student still has responsibility for work completion on the day(s) during which they are not present. Arrangements are to be made to make up work in advance if students know they will be gone for several days. The student has the right and obligation to make up any work missed for full credit for excused absences.

Absences fall into the following categories:

A. EXCUSED

- School sponsored activities; field trips, extra curricular activities, conferences with counselors, etc.
- Medical/Family: Illness, serious illness in the student's family, death in the family or of a close relative, and doctor/dentist appointments pre-excused family concerns.
- Medical/dental/chemical health/psychological appointments that cannot be arranged at another time are excused absences.
- The student must present documentation from the facility visited in order for the absence to be considered an excused absence.
- Technical difficulties including internet and computer issues, family trips, and needed at home.

B. UNEXCUSED

- Any absence from school without the approval of the school is considered an unexcused absence. (i.e. employment, unless enrolled in Business Internship, haircuts, senior pictures, shopping, tanning, personal or family errands, driver education as it is not a school sponsored class. etc.) If this type of absence is confirmed to constitute skipping, the truancy policy shall apply. These absences will count toward the absence limit for the trimester.
- Failure to turn on camera after being prompted by a teacher or the coordinator may result in an unexcused absence.

When a student is absent without excuse for five (5) school days (35 class periods), a letter is sent notifying parents/guardians that their student is considered a "habitual truant" and if the ten (10) school day (70 class periods) limit is reached, a second letter notifying parents/guardians will be sent and a truancy (CHIPS) petition may be filed with Social Services. In addition, a student may be referred to the Police Liaison Officer. If a student is absent from school more than 15 consecutive days, the student will be dropped from enrollment.

Minnesota Compulsory School Attendance Laws: Every child between 7 and 16 years shall attend a public school or a private school in each year during the entire time the public schools of the district in which the child resides are in session. Habitual Truant also applies to a child who is 16 or 17 years of age and has not lawfully withdrawn from school.

Care of School Property

A student is responsible for the proper care of all books, supplies and technology equipment provided by the school. A student who disfigures, loses or damages school property or equipment will be required to pay for it. As is provided by Minnesota Statute, "The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students...." Damage to property on campus or off campus may result in disciplinary action, ranging from suspension to expulsion, including restitution.

Due Process

It must be stressed that overall satisfactory behavior of students is of utmost importance. Therefore, offenses will be handled on an individual and cumulative basis. All school personnel will abide by the "Pupil Fair Dismissal Act" of 1974. M.S. 127.26-127.39, which is in keeping with due process for students.

Electronic Social Media

In communicating via media like Facebook, Instagram, Twitter, text, email etc., any words, pictures, gestures, etc., which are malicious, vindictive or degrading will not be tolerated.

The Rehabilitation Act (Section 504)

The District does not discriminate against any student based on his or her disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the District's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive a free appropriate public education. Inquiries regarding compliance with Section 504 may be directed to the District 504 Coordinator, Superintendent Bagstad.

Tardiness

Arriving at a scheduled PRAVA Google Meet session on time is the responsibility of each student. All students are to be in their scheduled virtual meeting when the session begins and remain there unless excused by the teacher.

Section 1. Excused tardiness. Parents/guardians are to inform the PRAVA secretary at prava@parkrapids.k12.mn.us of the reason for their child's tardiness. Valid tardy excuses are the same as for excused absences.

Section 2. Unexcused tardiness. Any tardiness to a scheduled PRAVA Google Meet session which is not verified as excusable by a school official is considered unexcused.

Section 3. Tardy Policy. Students who are tardy more than 5 minutes may be considered absent. Failure to correct continued tardiness may result in further discipline from the PRAVA Director.

Section 4. Three (3) tardies, less than 5 minutes late, shall be equivalent to 1 unexcused absence.

Truancy

Truancy consists of simply "skipping" scheduled teacher Google Meet sessions without an excusable reason by either the parent/guardian or school personnel.

- The student's grade may be reduced 4% for each truancy.
- Notice will be sent by the teacher to the parent/guardian and PRAVA Director informing them of the offense and action taken.
- The student shall have a conference with the teacher and the PRAVA Director.
- If truancy continues to be a problem, then a parent/student/PRAVA Director conference shall be held to develop a behavior contract.

SECTION 4: HEALTH & SAFETY

Chemical Dependency

District #309 schools recognize that chemical dependency is an illness often preceded by misuse and abuse. Because District #309 wishes to intervene early in the disease process, contact with students manifesting signs of misuse or abuse will be made to both educate and aid them should they need help.

The following policy has been established by the Park Rapids School District: A student of the Park Rapids Area Schools, regardless of age, shall not consume, be under the influence of, or have in possession, alcoholic beverages, drugs or drug paraphernalia while in school, attending school activities, on school grounds or under school supervision. This policy is enforced for students in PRAVA as well.

Immunizations

Minnesota State School Law requires that prior to a child's initial enrollment in school in this state, the parent shall submit to the office one of the following statements:

- A statement signed by a physician that the child has received the following immunizations; 2 MMR's, 2 Varicella, 4 Polio, 5 DTP, and 3 Hepatitis B immunizations as approved by the state board of health and that such immunizations are currently effective.
- A statement signed by a physician, that the physical condition of the child is such that immunization would seriously endanger his/her life or health, or that lab tests indicate adequate immunity exists.
- A notarized statement signed by the child's parent that he/she is conscientiously exempting the child from immunization(s).

School Insurance

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that happen at school. Information regarding optional Student Accident Insurance can be found at www.studentinsurance-kk.com or in the district office.

Parents/guardians are not obligated to purchase any insurance; the school simply makes available the service.

School Resource Officer

The resource officer is a member of the Park Rapids Police Department assigned to Park Rapids Area Schools. A law enforcement officer may cite violations of the law and process charges through the county attorney's office, regardless of the school penalties imposed for the same act. Thus, it is possible that some acts may be violations of school rules, and District policies, and violations of the law, resulting in both school and legal consequences.

PRAVA Student Expectations

Be Prepared

- Complete the APEX and/or Subject.com orientation course (Login to Apex, select Help--Getting Started)
- Familiarize yourself with the APEX and/or Subject.com expectations and procedures.
- Check in weekly to the Google Classroom and complete the weekly assignment.
- Be conscientious about completing assignments.
- Plan - and attend! - regular meetings with the teacher of each course and the PRAVA Director



Create a Learning Environment

- Establish a learning space that is free from distraction.
- Set aside sufficient time to do the work in your courses.
- Familiarize yourself with the online calendar to keep track of assignment due dates.

- Make a daily calendar to track your academic and extracurricular commitment.

Participate

- Actively participate in your course: watch, listen, read, think, and learn.
- Keep your camera ON during teacher and PRAVA director meetings.
- Take notes; keep a notebook.
- You are strongly encouraged to complete all study guides.
- Read the assignment feedback when documents are returned by your PRAVA Teacher. Make adjustments to improve your work throughout the course.

Seek Assistance

- Communicate when you are confused or need clarification. Teachers like to help!
- Use the Apex Messaging System for all Apex communication with teachers.
- Be clear in your communications since you do not have the benefit of face-to-face interaction.
- Utilize the Help menu in Apex and Subject, as well as the tutorials in Google Classroom.

PRAVA Family Expectations

Assist your student in locating/arranging a work space. PRAVA students need a designated area to keep their materials, use/charge their computer or Chromebook, and work without disruption.

Ensure that your child has a quiet space and time to work. Students are essentially "attending class" when they complete their coursework. They are not able to watch TV, play video games, work, or babysit while working in the Apex Learning program or the Subject platform.

Parents: As a parent/coach you will receive weekly emails on Sundays that give you an overview of how your student is doing in their Apex Learning courses and/or their Subject.com courses. Use this information to keep an eye on your student's performance and as a conversation starter if they appear to be struggling.

Parent involvement in the educational process is recognized by the PRAVA staff as a major facet in the maintenance of a quality educational program. Every effort is made to involve parents in the educational process. There are several ways in which this may occur:

- The PRAVA Director meets with each student and his/her parent/guardian to discuss the recommendations for success in an online learning academy.
- Parent-teacher conferences are scheduled as needed. You are encouraged to confer with the teachers of your students in order to discuss mutual concerns regarding your child's education.
- Midterm reports are given to all students so that parents and students can be made aware of the progress made in each course.
- Counseling personnel are available to help students with career information, college information and financial aid, graduation requirements, registration, schedule changes, and individual student counseling and referral. You are encouraged to contact the PRAVA director, the CES (Coordinator of Educational Services) or the school social worker when you are concerned about your student's education.

Program Participation

Since PRAVA is an alternative option for families, it is up to the discretion of the director if a student remains in PRAVA based on their attendance, academic progress, and behavior.

District Policies

All School District policies can be located on the Park Rapids Area Schools website here: https://www.parkrapids.k12.mn.us/school-board/policies