

GRAND FORKS VIRTUAL HIGH SCHOOL (GFVHS) POLICIES and STUDENT HANDBOOK

25-26

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Grand Forks Virtual High School (GFVHS) Overview

“Grand Forks Virtual High School” (GFVHS) is a Grand Forks Public High School (9-12) virtual learning option that alternate pathway students can attend full time, or in addition to their full-time enrollment if in need of credit recovery. GFVHS courses align with state and local standards, yet are completed independently by students who determine the pace and times in which they will complete coursework within guidelines set forth by their mentor teacher and GFPS’s academic calendar.

Design: GFVHS utilizes a semi-hybrid model where the majority of instructional time, content and background learning, and formative developmental practice occurs at a pace, structure, and time of day preferred by the student. Core content is primarily housed in the *Edgenuity* online platform, although many elective courses occur through the North Dakota Center for Distance Education (NDCDE). GFVHS teachers work to individualize the pace at which learning units and concepts are introduced in collaboration with the student and their family. **Students will enroll in 2-4 classes at one time** as determined by their mentor teacher in consultation with the family. Course end dates will differ from the district calendar to ensure credit accrual matches face to face expectations by the semester’s end. Each student is **required to virtually conference with their assigned GFVHS advisor weekly**, tutoring support is offered by appointment, and online resources are available through the online platform. All designed courses directly align with state required learning standards and outcomes. Not all GFPS in-person course options are available or replicable online.

Most summative assessments including end of unit assessments, labs, and student presentations **will occur face to face**. GFVHS teachers will establish regular schedules for these important demonstrations of learning. The rationale behind this component is to ensure academic integrity and a commitment to helping students develop “**transferable skills**” that align with building profiles of a graduate and state [Choice Ready](#) standards. These skills are not easily practiced nor evidenced in a strictly online environment. Accommodations may be made for synchronous demonstration sessions online in unique circumstances.

Students served on **individual education plans (IEPs)** will receive direct service minutes either synchronously online, face to face, or a combination of the two as determined by their IEP team. Additional accommodations, as well as accommodations for students on 504 plans, will be provided as reasonable and practical.

GFVHS students will be **required to take state and district required standardized assessments** just as all other GFPS students are required. Dates and times will be determined by the GFVHS administrator.

PLEASE NOTE that full-time online learning is not for everyone; it requires a large degree of personal organization, resourcefulness, and persistence. **It is strongly recommended that families consult with school officials prior to enrolling in online learning.** Families will be asked to rate a variety of skill sets

and mindsets when registering their student in order to better understand if their student's learning tendencies align well with online learning.

Attendance

- An average of 5 hrs day / 5 days a week or the equivalent expected to make adequate progress in coursework.
- Five completed lessons a day indicate a student will be considered present for that day. This equates to a minimum of 25 lessons / week. ***NOTE: Completing this number of assignments does NOT equate to a student being on pace to pass their courses; it is for attendance purposes only. Pacing guides will be put in place to help students stay fully on track grade and credit-wise. On average, students should plan to spend 1.5 - 2.0 hours per day per class.***
- Online learning is asynchronous (done at a time and place the student prefers); therefore attendance will be recorded once a week by 9:00 AM Monday mornings for the past week / weekend.
- Only six absences are allowed before an administrative conference will be held to determine the student's return to face to face learning. Student attendance expectations are aligned with expectations for in-person learning, yet the intervention process would logically include resources afforded only through on-campus instruction.

STUDENT HANDBOOK INFORMATION

GRADING POLICIES:

- Grades will be based on percentage points as dictated by assessments in the online program and communicated through the Edgenuity platform, with final grades transferring to PowerSchool.
- Assessments will include assignments in the online platform such as formative practice assignments, quizzes, projects, discussions, and tests.
- **Students will be required to take all end of unit, and end of course tests and additional performance-based assessments in-person on campus.** These assessments are designed to verify both student understanding of key course concepts, as well as a student's ability to demonstrate transferable and crucial academic and workforce skills such as speaking, problem-solving, project creation, labwork, etc. as they pertain to GFPS's "profile of a graduate" skill sets. Teachers will create assessment schedules outlining regular dates and times when these assessments can occur, and may accommodate additional requests as able.
- Teachers may allow students one additional resubmission or test retake for major assignments, per teacher discretion, if doing so is deemed necessary for demonstrating student proficiency.
- Accommodations may be made for students to take assessments online synchronously with the teacher present via video conferencing in special circumstances.
- Students involved in NDCDE or other supplementary courses will follow those platform's grading guidelines.

GFPS's grading scale follows:

A = Excellent / Exceeds Standards 100-92%

B = Above Average / Meets Standards 91-84%

C = Average / Partially Meets Standards 83-74%

D = Below Average / Needs Additional Work on Standards or Meets Standards with Assistance 73-64%

Information on how high school weighted classes impact GPA for students taking AP and dual credit courses can be found in the GFC or RRHS student handbooks online through their websites. A limited number of advanced courses are available online.

ACADEMIC INTEGRITY POLICY

A sense of honor and integrity is expected of all students in the completion of their online coursework. Coursework is intended to be completed without cheating, plagiarizing, using narrative, knowledge, projects or data generated by Artificial Intelligence (AI) and claiming it as one's own; or knowingly giving false information.

Tests and final exams must be completed with honesty and integrity and without the assistance of books, notes, querying for answers online, or any other outside resources. Students will be required to take major summative assessments on campus at an agreed upon time, or during a synchronous online session to uphold this policy. Parents / guardians may be asked to supervise their student during assignments or assessments as needed if integrity is called to question and health-related barriers exist to in-person testing.

Grand Forks Virtual High School aligns with GFPS's definition of Academic Integrity:

ACADEMIC INTEGRITY

Integrity is expected of everyone and encompasses firm adherence to a set of values essential to an academic community grounded in honesty, trust, fairness, respect, and responsibility for all. Plagiarism, cheating, and misrepresentation of a student's original work are serious offenses, as they oppose our district's commitment to developing students who can demonstrate independent thinking, creativity, knowledge, and idea generation.

Students are expected to develop and evolve as independent writers, communicators, collaborators, and thinkers. Presenting someone else's work, or work completed through generative artificial intelligence (AI) or other technology-created mechanisms as one's own in order to obtain a grade or credit is considered a violation of academic integrity. This includes but is not limited to, copying others' assignments, quizzes, or test answers; misusing screenshots, airdrops, social media, and/or other forms of technology; failing to cite how AI was used to produce work and plagiarizing (stealing or passing off another's words or ideas as one's own) from print or digital sources. Students who violate this policy may be subject to further behavioral consequences by an administrator or teacher. Academic integrity violations will result in appropriate discipline and possible loss of privileges and positions of leadership.

Plagiarism

To help students, parents, and exam administrators understand, a student commits plagiarism when he or she:

- copies text "as is" from a source without quotation marks or a proper citation.
- reorders the elements of a source text without citation.
- copies pieces (sentences, key phrases) of the source text without citation.
- paraphrases without citation.

- reproduces information that is not common knowledge without citation.
- uses his or her own past coursework without the previous and current teacher's approval.
- uses another student's material without citation.
- pays another person to contribute to his or her work without citation.
- asks another person to complete his or her work.

Disciplinary Actions Resulting from Academic Dishonesty

- 1st time offense: If cheating has occurred, the student will receive a zero on all or part of the assignment or exam (teacher discretion). **The parent/guardian, school of record and exam administrator will be informed, and the offense will be documented in the student's file. The student will be given one chance to retake the assessment in a different format, typically in a face to face context.**
- 2nd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam. **The parent/guardian, school of record and exam administrator will be informed, and the offense will be documented in the student's file. The assessment may be retaken in a different format, typically in a face to face context, per teacher discretion for a maximum grade that constitutes "passing" (D).**
- 3rd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam. GFVHS administration will be informed of the offenses and disciplinary action will be enforced, **up to and including possible removal of course credit and loss of online learning privileges.**

Grand Forks Virtual High School staff will follow up with the student, parent, teacher, and main school administration, as appropriate.

MANDATORY MENTOR MEETINGS

Students are **expected to attend weekly synchronous mentor-teacher advisory meetings**. If a student cannot attend a meeting, their parent / guardian must report the absence to their assigned teacher mentor. Regularly missing meetings could affect a student's ability to remain enrolled in virtual learning.

ACTIVITIES

Students are considered GFPS students and allowed access to all school based co-curricular activities such as sports, forensic sciences, and music as endorsed by the North Dakota State Activities Association. All eligibility rules apply. **GFVHS Students are *not* allowed access to school dances and other social related school sponsored events or activities.**

GRADUATION REQUIREMENTS / DIPLOMAS

Students enrolled in the GFVHS will follow the same high school credit and course requirements as all other students enrolled in Grand Forks Public Schools. Students who meet the established 24 credit threshold including meeting core content standard requirements will be issued a Grand Forks Public Schools diploma through the Virtual School, with the Virtual School being the official campus. Graduates may join the high school campus graduation ceremony that aligns with their home address to walk the stage and receive their diploma, and will display a unique tassel on their mortarboard indicating virtual instruction. There will be no

identification of a GFVHS valedictorian. Students must be in good standing both academically and behaviorally according to GFPS student standards and policies to participate in this ceremonial celebration.

STUDENT CONDUCT:

All Grand Forks Public School policies on student code of conduct, harassment, bullying, etc. including cyber bullying and harassment apply to virtual academy students. Details may be found in your home school's online [handbook](#).

Profane, vulgar, or threatening language or actions directed at the teacher, expressed through assignments, or made toward another person will not be tolerated. GFVHS reserves the right to terminate live mentor or tutoring sessions for such behavior and disciplinary action will be taken, up to and including possible removal of the student from the virtual school.

Cyber Bullying Defined

Cyber bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, phones, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, intimidating, or vicious messages.
- Creating websites that have stories, cartoons, pictures, or jokes ridiculing others.
- Breaking into an email or social media account and sending vicious or embarrassing materials to others.
- Engaging an individual in electronic communication, tricking that person to reveal personal information and forwarding that information to others.
- Posting of an individual's picture without their permission.

The online activities and technologies often used by students engaged in cyberbullying include but are not limited to social media, online chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Steps to Report Cyber Bullying

1. Contact your GFVHS teacher or administrator; or
2. Complete the online bullying form located [here](#).
3. In extreme cases or instances where safety is of immediate concern, contact the police (701-787-8000 or 911 for emergent situations).

FAQ's

1. How long am I meant to spend on my course work each day?

You will ideally spend approx. 1.5 hours per day in each course (suggested max of 6.5 hours). Your day should mirror the amount of time you spent working as you did in face to face instruction. At a minimum however, 5 hrs day / 5 days a week / 25 completed assignments or the equivalent counts you as being "present and attending." **Being present and on pace with your coursework are two different things however.**

2. Do we follow the GFPS calendar?

Yes, we do! [GFPS Calendar](#)

NOTE: the dates when enrolled courses end will be determined by your mentor teacher according to your pacing guide.

3. Do we follow GFPS weather-related cancellations?

NO! Online learning is not impacted by snow storms or other weather related activities. Your pacing guide will not be adjusted if GFPS cancels or delays school.

4. Who do I reach out to if I have tech trouble?

- Your first point of contact for Edgenuity courses is your teacher-mentor.
- If you are unable to log onto your device at all, you need to call your teacher - mentor immediately.

5. Who do I reach out to if I am feeling not quite myself (I'm ill, or something just isn't right but I can't place my finger on why I am feeling like this?)

Please reach out to your teacher-mentor if you need to visit, and If you are sick (cold, flu, COVID), **families (not the student) must inform the mentor teacher** who will record that absence in the system.

6. Will accommodations be made according to my IEP/504?

Yes. SPED case managers and teachers will be consulted on a regular basis for appropriate accommodations that are both supportive and doable in an online format. If accommodations decided do not fully meet your needs, virtual learning may not be the best educational option.

7. Do I have to study each subject every day, or can I spend a chunk of time on one subject?

That is up to you! Each subject has a pacing guide and the expectation is that you will stay up with the pacing guide (or even work ahead). If you feel you work best by having a block schedule, then you certainly can. This should be decided in collaboration with your teacher-mentor.

8. What type of device is best for me to complete my school work?

Your assigned Chromebook is the device you should use as it gives us the ability to push out and update any necessary information, software, or programs needed for success.

9. Do I have to meet with my mentor and come on campus for tests and learning demonstrations?

Yes. Both are expectations and requirements of virtual learning. This assures GFPS of your overall wellbeing, and also maintains academic integrity for both ND Choice Ready and graduation requirements.

10. What happens if I complete my course ahead of schedule?

Your goal is to finish your coursework in alignment with the quarter and semester end dates. If you would like your mentor-teacher to consider adjusting the pacing of your course, please communicate with him/her directly as credits will be awarded once courses are completed, even if before the official grading period.

11. What happens if I haven't finished my course by the end of the semester?

A grade of incomplete can be assigned for two weeks past the end of a quarter or semester. Your official grade after that point will be recorded on your transcript. You must communicate early (before the last week of the grading period) with your mentor teacher if you are requesting a two week extension.

12. Do I need to take NDA+, STAR assessments, the ASVAB / ACT and other standardized district assessments?

Yes. The same assessment requirements apply for all GFPS enrolled students.

13. Can I participate in athletics and other activities?

You may participate in North Dakota High School Activity Association sanctioned activities at the campus assigned according to your home address. All eligibility requirements apply. You may not participate in school-based clubs and social related activities such as school dances however.

14. What about music class?

GFVHS students may enroll in on-campus choral and instrumental music classes. Arrangements should be made through the home school counselor in conjunction with the GFVHS administrator.

15. What if I change my mind and want to return to my regular school?

Students may request a transfer back to their district assigned (according to home address) school campus at the semester break or beginning of the next school year. The district may transfer a student back to their assigned home school at either of those junctures, or at mid quarter time if a student is at-risk of failure due to lack of progress, attendance concerns, or other dynamics that indicate full time online learning is not the student's most effective mode of learning. Attempts at intervention should be made prior to that decision.