

GRAND RIVER ACADEMY



Parent/Student Handbook 2018-2019



Welcome & Introduction

Dear Grand River Academy Family:

Welcome to the 2018-2019 school year! The staff at Grand River Academy is excited to begin this educational journey with you and your family. This online/blended learning schooling option is a Mesa County District 51 school. While you school at home you will be supported by Colorado licensed teachers and the core knowledge curriculums from K12 for grades Kindergarten through 5th and Odysseyware for grades 6th-12th.

Our goals for this school year are to improve student achievement and build school community. The K12 and Odysseyware curriculums and our school programs were designed with these goals in mind. Our teachers are your partners and they are eager to support and assist your family!

This handbook is designed to provide assistance, policies, procedures, and responsibilities as you navigate through this school year. Additional District policies can be found at:

<http://www.mesa.k12.co.us/parents/documents/StudentHandbook.pdf>

If discrepancies in these two sources of information occur, this handbook's information will apply. If updates are made to the handbook during the year, the updated version will be posted to the school website. This handbook contains important information, phone numbers, and descriptions of programs. Please do not hesitate to contact your teacher or the staff at Grand River Academy with any comments or questions.

We know you have a choice of schooling options and are glad you feel this model will be a good fit for your family. Best wishes for a great year!

Mission Statement

An innovative academic learning community that inspires learners to grow into empowered citizens.

Vision Statement

As leaders in the educational arena, we will prepare every student to graduate and follow his or her passion through an individualized pathway.

Contact Information

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		600 N. 14 th St.	Grand Junction, CO 81501
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Secretary	Pam Spitzer	(970) 254-6393	Pam.Spitzer@d51schools.org
Counselor	Michelle Haptonstall		Michelle.Haptonstall@d51schools.org
Registrar-Attend. Secretary	Becky Wyatt		Becky.Wyatt@d51schools.org
Resource teacher	Larry Robbins		Larry.Robbins@d51schools.org
Progress Monitor	Lori LeFebre		Lori.LeFebre@d51schools.org
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MS social studies	Neil Kuiken		Neil.Kuiken@d51schools.org
MS math/science teacher	Katie Sewalson		Katie.Sewalson@d51schools.org
MS English teacher	Betsy Warner		Betsy.Warner@d51schools.org
HS social studies teacher	Ken Ahrens		Ken.Ahrens@d51schools.org
HS math teacher	Tilisa Clement		Tilisa.Clement@d51schools.org
HS math/science teacher	Ann Peterson		Ann.Peterson@d51schools.org
HS English teacher	Amy Stocks		Amy.Stocks@d51schools.org
HS math/science teacher	Paul Stoner		Paul.Stoner@d51schools.org
Gifted & talented	Brenda Chinn		Brenda.Chinn@d51schools.org
KPP teacher	Roxy McManus		Roxy.McManus@d51schools.org
K12 Helpline	(866) 512-2273		http://webform.k12.com/webform/
Odysseyware Tech Support	(877) 251-6662		http://www.odysseyware.com/contact/request-

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School Calendar

The school calendar can also be viewed at <http://Grandriver.mesa.k12.co.us> > calendar. The online school is available 24 hours/day 7 days a week.

School District 51

MESA COUNTY VALLEY

2018-2019 School Year Grand River Academy

SCHOOLS NOT IN SESSION

school start date: Aug. 15
school end date: May 30

vacation days for Grand River students:

- Aug. 27 (teacher inservice)
- Sept. 3
- Oct. 15 (teacher work day)
- Oct. 22 (conferences)
- Oct. 29 (teacher inservice)
- Nov. 19, 20, 21, 22, 23
- Dec. 17 (teacher inservice)
- Dec. 24, 25, 26, 27, 28
- Dec. 31, Jan. 1, 2, 3, 4
- Jan. 7 (teacher work day)
- Jan. 21
- Feb. 18
- Mar. 11 (teacher work day)
- Mar. 18, 19, 20, 21, 22
- Apr. 29
- May 6

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019						
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

August 2018						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

October 2018						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2019						
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28	29	30				

November 2018						
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May 2019						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

W	No Schools in Session - Teacher Work Day
T	No Schools in Session - Teacher In-service
EE	No Schools in Session - Educator Effectiveness Day
E M	HS in Session - Elem Planning & MS In-service
C	No Schools in Session - All Schools Parent Teacher Conferences
E/M C	HS in Session - Elementary & MS Parent Teacher Conferences
E	MS & HS in Session - Elementary Planning Only
H	Elementary and MS in Session - HS In-service
E M	HS in Session - Elementary Parent/Teacher Conferences, MS In-Service
N M	No Schools in Session - Elem Planning, MS In-service, HS Non-contact
E N	No Schools in Session - Elem Parent Teacher Conferences, MS & HS Non-contact
.	Last Day of Quarter - School in Session
	No Schools in Session - Non-contract Days

Statistical Record Data

Total number of contact days elementary -	170
Total number of contact days middle -	171
Total number of contact days high -	174

Classes Begin.....	August 15, 2018
1st Quarter Ends.....	October 12, 2018 (40 ES/MS - 41 HS)
2nd Quarter Ends.....	December 21, 2018 (40 ES/MS - 41 HS)
3rd Quarter Ends.....	March 8, 2019 (40 ES - 41 MS - 42 HS)
4th Quarter Ends.....	May 30, 2019 (50 ES/MS & HS)

Enrollment/Application Process

To be considered for enrollment, please note the following steps in the order shown:

1. Contact our front office and make an appointment to interview.
2. Interview for parents and students.

Families must submit the complete packet to Grand River Academy at 600 N. 14th St., Grand Junction after the initial interview. Parents must fully complete the enrollment packet and submit all required documentation before enrollment is accepted. Failure to provide all requested information will forfeit the enrollment process.

Required Steps/Documents:

- Interview with Grand River Academy Staff. (This schooling option is not appropriate for all children and/or families.)
- Complete Enrollment Packet including course selection sheet
- Official Birth Certificate
- Proof of Immunizations or signed exemption waiver
- Agreement of Use of Instructional Property
- Proof of residency in Grand Mesa County (affidavit)
- Transcript if transferring from a public school
- Students with identified special needs must provide a copy of applicable reports (IEP, 504, evaluation reports, etc.) – additional meetings will be held for students with IEPs
- Complete On-site Orientation

Non-Acceptance Policy:

Grand River reserves the right to decline any applicant due to the following, but not limited to:

- No access to a personal computer from residence.
- No access to the internet from residence.
- No available learning coach.

Course Placement and Grade Level Assignment

Course level assignments and grade level assignments are not always the same. Grand River Academy assigns students to grade level based on age and/or previous public school grade level. In high school, a student from homeschooling or private school, assuming all required documentation is submitted, will be placed based on the number of credits earned.

Grand River Academy staff will use parent input and testing data to determine appropriate course levels. Grand River Academy administration will make the final decision.

Up to two crossover courses at the neighborhood, middle and high schools are an option upon approval. Students are always welcome to participate in extra-curricular activities at the neighborhood school.

Computer and Internet

Grand River Academy students must have computer, and internet access. High school students need access to a word processing program such as Microsoft Word, Google Docs, etc. The school does **not** cover the cost of these items. Computer time increases with each grade level, so younger children can easily share. High school students need full day access. Please speak with Grand River staff if you wonder how many computers would be recommended based on your number of students and their grade levels.

Instructional Time

Grand River Academy students and parents are expected to log in every day that there is school assigned, just like a traditional school. There can be flexibility within the week of when those days and hours occur, but those specifics should be worked out with the instructor of the course. The Grand River Academy reporting school year runs from August 15th 2018 - May 29th 2019. K-5th graders will need at least 27 ½ hours/week recorded attendance in the online school (OLS). 6-12th graders are required to attend onsite one day a week as scheduled by the counselor. The elementary learning coach must log the actual amount of time a student worked in that subject each day. If you observe your k-5 student completes a lesson before accumulating the default amount of time, you may have the child do related activities. (For example: A math lesson took 40 minutes. A child could then practice math facts for the remaining 20 minutes, review a past concept that was difficult, help you measure and cook, etc.)

If students are under the required days and /or hours of attendance and/or progress, steps may be taken to remedy the problem or Grand River may be determined an inappropriate schooling choice for that student. Attendance requirements are as follows:

<u>Grade level</u>	<u>days</u>	<u>daily hrs</u>
Kindergarten	169	3 1/8
1st-5th	169	5 1/2
6th-12th	169	6 1/2

On- Site Commitments and Courses

Students in grades 6 – 12 are required to be onsite at-least one day a week as assigned. On campus, meetings will be held weekly. Elementary students will meet one day a week. In addition, if a student is identified as needing academic support, or falls below the set threshold per grade level he/she will be enrolled in a required lab on campus.

Middle school 70%

High school 60%

Start/End Dates for Online Courses

Students will follow the District 51 high school schedule for semester course start and end dates. Students will begin classes on the first day of the District 51 semester, and end classes at the semester.

Parent-Teacher Communications

Licensed Colorado teachers are essential and vital in the educational model utilized by Grand River Academy. The teacher is responsible for monitoring curricular progress and educational growth. The teacher is also the first point of contact for the parents with all issues regarding the school. Resources provided by Grand River Academy teachers include: instructional and curricular support, organizational assistance, limited technical support, and encouragement.

In addition to phone, computer, and face to face visits, e-mail will be a primary source of contact between the Grand River Academy teacher and the parents. Therefore, parents are encouraged to check their voice-mail, k-mail or e-mail messages, or LMS account at least twice a day (morning and evening). Parents are asked to promptly reply, as needed, to any correspondence received from Grand River Academy. Grand River Academy teachers will reply to correspondence within 24 hours on workdays. **Parents and students are expected to immediately notify the school if e-mail addresses or phone numbers change.**

One of the strongest points of the school's program is the communication between teacher and learning coach/student to ensure each student's educational progress. K-5 parents may be asked to participate in scheduled conferences with their Grand River Academy teacher. The date and time of the conferences will be arranged at a mutually agreeable time. The conference may be a phone call, an online session, or a face-to-face meeting. This is a good time to voice concerns, relay good news about the student, obtain enrichment ideas, and discuss attendance and progress through the curriculum. The teacher will also speak/work with the student when appropriate, to help develop a learning partnership with the student. Parents/students are required to keep all scheduled conferences, or provide 24-hour notice if a cancellation is necessary and reschedule a new appointment (at the time of cancellation). Failure to participate in the conferences may result in implementation of the noncompliance procedure. Between conferences, you may find it helpful to keep a list of successes, struggles, and any questions you may have.

All communications between Grand River Academy administration, Grand River Academy teachers, the parents/learning coach, students, and other parties directly related to Grand River Academy must be conducted with appropriate professionalism. Demeaning or profane language, threats, and/or derogatory remarks/innuendos are not acceptable. This includes all forms of communication.

Parent/Student Responsibilities

Beginning of year:

- Acquire school supplies on list provided by Grand River Academy.
- Report missing/damaged materials to K12 within 2 weeks of delivery. (Elementary only.)
- Set up teaching space and organize materials.
- Ensure internet connection and computer can access online school programming.
- Attend orientation sessions.

Daily:

- Check for correspondence from teacher and respond as needed.
- Follow and complete the scheduled daily K12 and Odysseyware lessons as shown in the OLS.
- Score and record progress/assessment results. (k-5)
- Record actual daily attendance time for each K12 course. (k-5)

- Review K12 lessons for next day and gather all necessary materials. (k-5)
- Check your student's progress.

During the year:

- Transport your child to any required face-to-face testing, onsite courses or additional academic support opportunities.
- Report to Grand River Academy any changes in phone, e-mail, mailing address or shipping address information.
- Student and parent conference with Grand River Academy teacher during regularly scheduled time period
- Collect and submit requested work samples
- If applicable, implement, review and revise Individualized Learning Plan (ILP) with Grand River Academy teacher
- Attend SPED conferences if applicable: IEP/504 placement meetings (if your child is identified with special needs) and report any changes/meetings to your teacher immediately
- Review and update student progress and established goals with Grand River Academy teacher
- Complete parent surveys for K12, Odysseyware, and Grand River Academy
- Attend outings (optional)

End of Year:

- K-5 families gather returnable materials and prepare for shipping to K12 (a list will be provided.)
- 6-12 families return checked out books to Grand River
- Review/discuss course placement/school choice with your teacher for the following year

Assessment

All Grand River Academy students will participate in the **same required proficiency tests** required of all public school students in Mesa County School District 51. These tests will differ depending on the age and grade of the student. The full testing schedule with specific times and dates, once assigned, for Grand River students is located at <http://Grandriver.mesa.k12.co.us> > for students> testing info . A list of required testing per grade level can be viewed at <http://www.mesa.k12.co.us/schools/calendars/testdates.cfm> . Each family will also be notified just prior to each assessment via e-mail or k-mail. CSASS/CMAS assessments for Grand River Academy students will take place at Grand River Academy. The PSAT is required for all sophomore students and will take place at Grand River Academy. The SAT assessment is required for all junior students and will take place at the CMU testing center on the National SAT Test date (we do not match the District ACT testing date). Grand River Academy students are **required to participate in all district and state assessments.** Failure to participate in these assessments may result in your child's removal from Grand River Academy and could negatively affect the future of the Grand River Academy program.

Middle and high school students using Odysseyware may request a quiz/exam be reset by the course instructor. However, resets are at the discretion of the instructor. Multiple and/or excessive resets will require a face-to-face meeting to insure mastery of concepts.

Academic Advancement

Grand River Academy students are expected to master their assigned courses within the time frame of the district school calendar, which helps insure a year's growth in a year's time. Due to the accountability requirements for public schools, the policies of the Grand River Academy program, and the design of the K12 and Odysseyware curriculums, students are encouraged to complete courses to 100%. Specific grading and promotion guidelines are discussed in following sections.

It is important to understand that the decision to advance a student to the next course and/or grade level will be made jointly by the parent, teacher, and administration and will focus on what is in the best interest of the child. Academic achievement through content mastery is the cornerstone of the Grand River Academy and the K12 and Odysseyware curriculums. Grand River Academy understands that children do not learn at the same rate or in the same manner, therefore the program can provide opportunities for families to have flexibility in scheduling and instructional strategies. Grand River Academy focuses on mastery of lesson objectives, encouraging families and students to spend the time needed daily and throughout the school year to reach mastery of most lesson objectives. This flexibility is balanced with the accountability requirements of the Colorado Department of Education.

The k-5 online school format is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that the online format be used to enter attendance and assessment data that reflects the standing of the student. This data serves as the primary tool for determining advancement into subsequent course levels. It is essential that parents/learning coaches understand that when they agree to participate in the Grand River Academy, they agree to participate in the program as designed, including documenting regular and appropriate academic progress via the online format, participation in regularly scheduled phone, computer, and/or face to face conferences with the assigned teacher, and participation in state-mandated academic assessments. Our licensed teachers are here to assist you, and we encourage you to utilize their expertise as you progress through our program.

K12 has identified a number of k-5 lessons in most subjects and grades as "optional lessons". These lessons have been identified as optional since the content in these lessons has already been introduced and/or is not critical to the student's mastery of the objectives. The optional lessons are intended to provide enrichment or extra practice. Progress towards completion of the required courses is indicated in the OLS progress screen by clicking on the button marked "view core courses only". (Completion of these optional lessons does not impact their grade.)

Schedule Changes and Dropped Classes

Students/parents should make every effort to complete schedule adjustments prior to the first day of class. Valuable information regarding class policies, procedures and guidelines for success are presented the first day of class.

Students have the **first six (6) days** of a term in which to drop a class **without** it being recorded on their transcript.

Classes dropped **after the 6th day** will be recorded on the transcript as either a **WP** (Withdraw Passing) if they have a passing grade at the time of the drop, or a **WF** (Withdraw Failing) if the student has a failing grade at the time of the drop. After midterms, all drops will be recorded as a WF, regardless of the grade the student has in that class at the time of the drop. Remember that a WF impacts a student's GPA in the same manner as an F.

Graduation Requirements

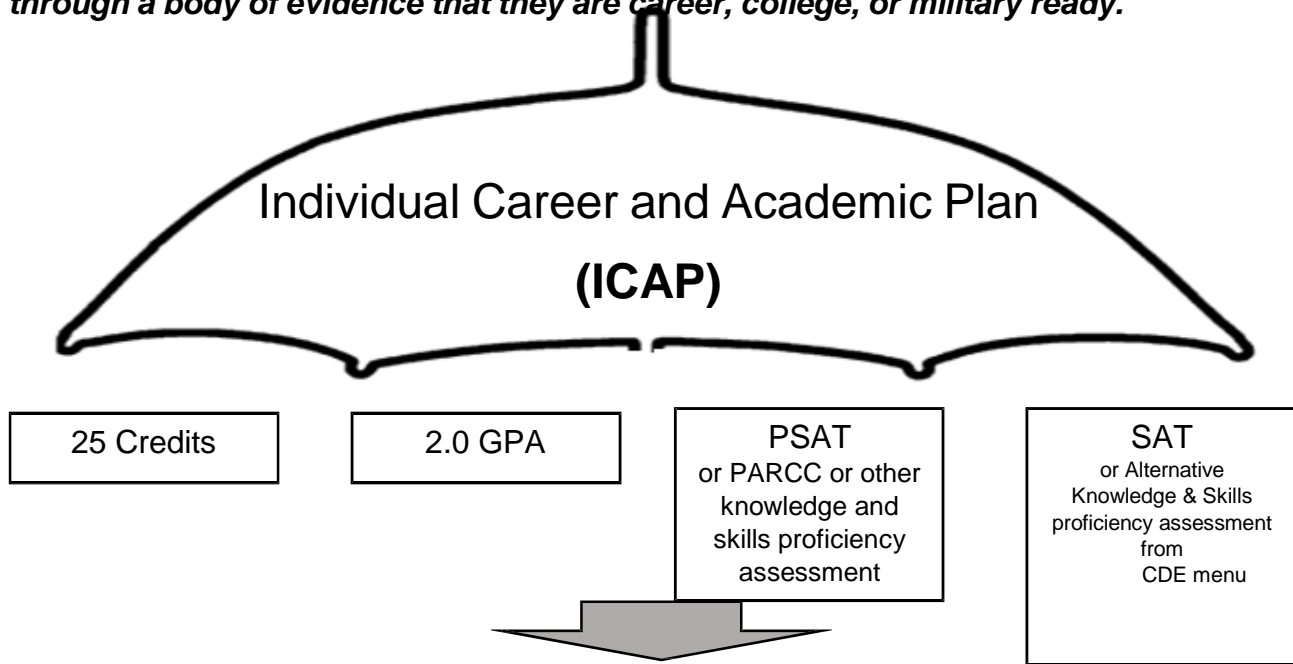
Graduation from School District #51 requires the successful completion of 25 credits along with the requirements of the performance based policy. These credits are earned in grades 9 through 12. A student may participate in the commencement exercise the spring after all graduation requirements have been met. School District #51 board policy allows students to receive up to four (4) credits from outside the school district's curriculum. Online and outside the district coursework must have your counselor's approval. Information regarding approved programs is available in counseling offices.

Class 2018-19 and beyond Performance-Based Policy

We understand that each student is unique and may have different learning needs. In response, the district has developed a system to support and monitor student progress along the way. The system provides a variety of options for students to learn, demonstrate what they know, and meet the graduation requirements. Many pathways can be developed that adapt to a student's specific needs, while setting high expectations for achievement. Our goal is for every student to reach the highest possible level of success. All District 51 students who complete the graduation requirements will receive a Mesa County Valley School District diploma. Beginning with the graduating class of 2019, students must meet the requirements of this policy as listed in following four pages.

PERFORMANCE BASED POLICY

Mesa County Valley School District 51 believes that each student is unique and may have different learning needs. In response, the district has developed a system to support and monitor student progress along the way. The system provides a variety of options for students to learn, demonstrate what they know, and meet the graduation requirements. **Mesa County Valley School District 51 is committed to high expectations for all students. We expect each student to complete 25 standards-based credits with a 2.0 GPA or higher and demonstrate through a body of evidence that they are career, college, or military ready.**



Graduation requirements can be designed to adapt to a student's specific learning needs while setting high expectations for achievement.

Graduation pathways are listed below:

Colorado high school graduates demonstrate the knowledge and skills (competencies) needed to succeed in postsecondary settings and to advance in career pathways as lifelong learners and contributing citizens. Students must meet English and math proficiencies in their pathway. (See the Menu of College and Career Ready Demonstrations on page 4 for specific scores.)

CAREER READY

Workkeys
Industry Certificate
Capstone

COLLEGE READY

AP/IB Scores
Concurrent Grades
Capstone
ACT/SAT Scores

MILITARY READY

ASVAB
Workkeys
Industry Certificate
Capstone

Conventional Pathway:

This pathway is the standard pathway to graduation. The student will:

- Complete 25 required standards-based credits*
-including four classes of intentional ICAP electives. **AND**
- Maintain a 2.0 GPA or higher, **AND**
- Meet the Colorado Graduation Guidelines in English and Math (*see page 4*).

Pathway of Distinction:

This pathway provides the highly motivated student opportunities for challenging coursework and additional recognition for their hard work. The student will:

- Complete 25 required standards-based credits* **AND**
- Maintain a 3.5 GPA or higher, **AND**
- Meet the Colorado Graduation Guidelines in English and Math (*see page 4*).
- Meet the Colorado HEAR requirements **AND**
- SAT score of 1110 or higher, or ACT score of 24 or higher

Individualized Pathway:

This pathway allows for adaptation and can be utilized for alternative program students:

- Students needing an individualized program of study as outlined by an individualized graduation plan.
- The student will complete 25 credits aligned with the standards or the equivalent. The 25 credits could include alternative proficiency assessment or extensions of the individualized pathway that allow the student to earn the equivalent of 25 standards-based credits. The Key Performance Program is an example of an individualized pathway.
- Students who have a GPA lower than 2.0.
 - The student will complete 25 required standards-based credits* **AND**
 - The student will participate in prescribed interventions in their targeted area(s) of deficiency **AND**
 - The student will work with appropriate staff to develop a graduation plan that supports student growth.

High School Graduation Requirements and Colorado College Admission Requirements

Students must meet the following District 51 course graduation requirements: *

- 4.0 Credits – English Language Arts
- 3.0 Credits - Social Studies
- 3.0 Credits - Science
- 3.0 Credits - Mathematics (credits must include Algebra I or Math 1 and higher)
- 0.5 Credits - Physical Education
- 0.5 Credits - Personal Fitness and Wellness
- 0.5 Credits - Computer / Technology Literacy (Computer Applications or approved equivalent entry-level class)
- 0.5 Credits - Fine Arts (Instrumental Music, Performing Arts, Visual Arts or Humanities)
- 10.0 Credits - General Electives

25 Credits (Total) ²

Note: Within the 25 credits listed above, a student must meet the **Financial Literacy** requirement by obtaining 0.5 credits in one of the following: Personal Finance, Economics, AP Economics, Independent Living/ Life Management, Wealth Management, or AG Business Management.
 Two credits need to be intentional ICAP electives.

Students planning to attend a four-year public college or university in Colorado will need to complete the following credits in order to fulfill the Higher Education Admission Requirements (HEAR):

Academic Area	Required Credits
English Language Arts	4.0 credits
Mathematics** (Must include Algebra I or Math 1 and higher)	4.0 credits**
Natural/Physical Sciences (Two units must be lab-based)	3.0 credits
Social Sciences (At least one unit of U.S.)	3.0 credits
Foreign / World Language***	1.0 credits***
Academic Electives***	2.0 credits***

ATTENTION POTENTIAL COLLEGE ATHLETES: Check with school counselor for NCAA academic eligibility requirements.

Note: Colleges and universities adjust their application standards frequently. Students are encouraged to contact representatives from their college of interest each semester.

* Additional information about specific courses meeting these D51 Graduation Requirements available in the counseling office.

** Mathematics entrance requirements for a four-year public college in Colorado listed in chart directly above.

*** Acceptable Academic Electives include additional courses in English Language Arts, mathematics, natural/physical sciences and social sciences, foreign / world languages, computer science, honors, AP & IB courses, and appropriate CTE courses.

Menu of College and Career-Ready Demonstrations

Local school boards establish high school graduation requirements that meet or exceed the Colorado Graduation Guidelines for the graduating class of 2021.

Local school boards and districts select from this menu to create a list of options their students must use to show what they know or can do in order to graduate from high school, beginning with the graduating class of 2021. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas. Graduation Guidelines begin with the implementation of: Individual Career and Academic Plans (ICAP), Colorado Academic Standards for all content areas, including a course in Civics, and 21st century skills.

Students must demonstrate college or career readiness in English and math based on at least one measure.

MENU OF OPTIONS: This menu lists the minimum scores required.

Districts have the authority to adapt the college and career demonstrations necessary to earn a standard high school diploma to accommodate for students with the following exceptions: English learners, gifted students and students with disabilities.

Menu of Options	English	Math
ACCUPLACER	62 on Reading Comprehension	61 on Elementary Algebra
ACT	18 on ACT English	19 on ACT Math
ACT Compass	79	63
ACT WorkKeys - National Career Readiness Certificate	Bronze or higher	Bronze or higher
Advanced Placement (AP)	2	2
ASVAB	31	31
Concurrent Enrollment	Passing grade per district and higher education policy	Passing grade per district and higher education policy
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized
International Baccalaureate (IB)	4	4
SAT	430	460
Collaboratively-developed, standards-based performance assessment	State-wide scoring criteria	State-wide scoring criteria

Promotion Standards

Grading Scale Code for k-8:

Percentages will be taken from the “view core lessons” view on the OLS. For k-8 courses with grades of A or P will advance.
A or 4= Advanced Performance 90-100% in math and LA 85% in all other subjects (course will advance)
P or 3= Proficient Performance 89-80% in math and LA and 84%-75% in all other subjects (course will advance).
PP or 2= Partially Proficient Performance 79 -70% in math and LA and 74-64% in all other subjects (course does not advance)
U or 1 = Unsatisfactory 69% and below in math and LA and 63% and below in all other subjects (course does not advance)

Grading Scale Code for 9-12:

High School grades are determined by the sum total of points a student earns on all graded assignments and tests. Work submitted late may lower the grade received on that assignment. Points earned by student/ Total points possible = Grade. In high school, credit is not awarded for courses in which a student earns an F. Credit is granted for courses in which the student completes the attendance requirement and earns an A, B, C or D.

A= 90-100%
B=80-89%
C=70-79%
D=60-69%
F= 0-59%

Percentage Requirements for Promotion during the School Year

Administration has the discretion to hold off on a course promotion if other courses are lagging behind. Teachers will send “in year” promotion requests when a math or LA course is 95% mastered and completed in the “view core lessons” view of the OLS. However, the course will still require 100% completion/mastery before beginning the next course if the promotion occurs during the school year. Science, history, music, art, and foreign language are not promoted “in year”. It is not recommended for children to have courses more than one level different than their assigned grade. 9-12 promotions are typically at quarter or semester.

Promotion Standards for k-8 students working in courses below age appropriate in math and/or language arts

In our efforts to provide opportunities and means for each student to achieve academic success and reach proficiency at his/her age appropriate grade level (AAG), Grand River Academy may suggest, on an Individual Learning Plan, adjusted promotion percentages for electives. This would allow extra time to be spent on a Math and/or Language Arts/English course that is below AAG. These percentages will be determined on a case by case basis and are at the school administrator’s discretion. **Note: The “in year” promotion deadline of March 31st is waived for students working below AAG in Math or LA/English in these courses only.**

Work Sample Policy and Procedure

Work samples continue to be a vital part of assessing Grand River Academy students’ academic growth. Submitted student work helps teachers understand students better, provides the student with additional accountability for high quality work, provides the student an opportunity to develop pride and satisfaction in work well done, and assists teachers in best helping students and their learning coach in the ongoing learning process. Grand River Academy staff may request work samples during the year. These assignments are examples of the student’s response to one or more specific Colorado Content Standards as well as to the K12 and Odysseyware lesson objectives. Exceptions to the

requested samples will be made on an individual basis and with administrative approval only. Submitted work may become part of the student's portfolio. Work samples and semester tests will not be returned to families. Failure to turn these in will be considered non-compliance and the procedures for non-compliance will be implemented and the student's grade may be lowered. Work samples will be required during the enrollment count window – specific dates will be outlined and communicated in September of each school year.

K-8 work submissions may be submitted electronically or directly to a student's teacher. Teachers will respond to each student submission with comments and/or suggestions via k-mail or during conferences. 9-12 students are required to upload work directly into their online Odysseyware program.

Parents should NOT assist on a work sample. A teacher is more helpful when they can see what a student can do unassisted. If a learning coach does need to provide a prompt, etc. please note that on the sample.

Attendance Policies and Procedures

STUDENT ATTENDANCE PROCEDURES

The recording of attendance is a mandatory part of school enrollment. The following attendance procedures will be in effect for all students of Grand River Academy.

Every school day, every student must login to his/her scheduled courses. Time spent online is used to calculate attendance. Specific task completion is also part of our measure. Grand River Academy defines an online school day as 6.25 hours. Students are expected to work a minimum of one (1) hour in each class each day school is in session. Time spent attending crossover courses is factored in. Students are also required to be in attendance onsite at-least one day a week. Specific days will be determined by grade level and need.

If the student does not log in to his/her courses and is absent from school, the parent/guardian must contact the school to report the absence. Contact options include calling the school directly at 970.254.6393 or sending an e-mail message to the Progress Monitor or the student's teacher using MCVSD 51 e-mail or the messaging system within the online learning program.

Grand River's Truancy Policy

If the student is under 17 years of age, and therefore under the age of compulsory school attendance, and does not login for three consecutive (3) days and no valid excuse is submitted, the parent will be sent a first notice of illegal absence and a meeting will be scheduled to address this performance issue. Failure to attend meeting regarding student performance or failure to progress in assigned coursework will result in a referral to MCVSD 51 Attendance Case Manager for online truancy.

If the student is 17 years of age or older, and therefore over the age of compulsory school attendance, and does not login for ten (10) days and no valid excuse is submitted, he/she may be dropped from the rolls. The State does not permit us to continue to enroll students when they do not attend without valid legal excuses being submitted.

Work on courses is the main measure of attendance. We are a school and students are expected to attend and do school work.

If a student forgets how to login, they must contact the attendance officer. If a student has equipment difficulties, they are expected to contact their technology resource (internet provider) to resolve any issues as soon as possible.

Non-Compliance Policy

As a public school, the Grand River Academy is required to monitor student attendance in accordance with Colorado Revised Statutes and Colorado Administrative Code. Grand River Academy teachers and administration will monitor student attendance and progress, which will be a determining factor in student advancement to the next grade level and continued enrollment in the Grand River Academy program.

Grand River Academy staff will follow the procedures outlined below to notify parents of a non-compliant situation. A Grand River Academy parent or student may be deemed non-compliant and/or truant for one or more of the following reasons:

- Failure to respond to teacher/administrator phone calls and/or k-mails, e-mails, or messaging within 48 hours
- Failure to participate in scheduled parent/student/teacher conferences
- Failure to submit requested work samples
- Failure to participate in state-mandated assessments
- Failure to attend on-site advisory courses and academic support
- Failure to communicate change of contact information
- Falsifying attendance and/or progress in the OLS
- Failure to make sufficient forward progress in courses
- Failure to follow school policies/program
- Failure to follow Individual Education Plan (IEP), Individualized Literacy Plan (ILP), or Response to Intervention (RTI) plan
- Failure to log adequate attendance (k-5)

The plan outlining the steps of action in a non-compliance/truancy situation can be found as appendix A.

Special Services

GIFTED AND TALENTED SERVICES

Grand River Academy will follow the district guidelines for GT identification. Two types of qualifying data will be need. If identified, an ALP (advanced learning plan) will be written to document and address goals.

SPECIAL EDUCATION SERVICES

Grand River Academy will follow the district guidelines for Special Education identification and services. **Parents must indicate that their child has an Individualized Education Plan upon enrollment.**

- In accordance with state and federal laws, the district provides a wide range of services for students ages 3 through 21, who qualify for special education and/or related services because of a disability. Such students receive services based on individualized education program specifically formulated to meet their needs. Individualized education plans take into consideration relevant information and data concerning the student from a variety of sources, including parents, educators, and other professionals.
- If you believe your child may have an emotional, physical, intellectual or mental disability, please contact her/his teacher or the building administrator as soon as possible.

Response to Intervention (RTI)

Response to Intervention and Early Intervention Services at Grand River Academy are available for students who have been identified as academically “at-risk”. A student that is defined as “at-risk” has tested outside grade level expectations on curriculum, benchmark tests, has demonstrated that he/she is struggling with the current curriculum he/she is enrolled in, or the teacher or learning coach has noticed a need.

Early intervention is the identification of the “at-risk” student. RTI is the process that academically assists the “at-risk” student.

RTI is based on the concept of providing evidence-based instructional and behavioral strategies by highly qualified intervention teams that are matched to the student’s needs, and those needs are monitored on a frequent scheduled basis.

The goals of RTI at Grand River Academy:

- Create a productive learning experience for all Grand River Academy students
- Use data to identify, address, and track student difficulties
- Assist a child in moving from “at-risk” to proficient
- Prevent unnecessary academic failure
- Prevent unnecessary special education referrals

How to request RTI assistance and what to expect:

1st: The learning coach can request that the teacher file a referral for the Response to Intervention team to review. 2nd: The Response to Intervention facilitator will set up an initial meeting with the learning coach and the general education teacher to review the needs of the student.

3rd: After the team meets and reviews the given information, the student will possibly be placed on an intervention plan.

4th: The Response to Intervention team will review the case after the student has had ample time to on regular lessons And appropriate interventions to determine whether the student will need ongoing interventions or an individual education plan.

Complaint Procedure

The Grand River Academy is interested in achieving and fostering student/family satisfaction. The Grand River Academy teacher is the first point of contact. If a concern is unresolved, the following procedure is in place to ensure that student/family grievances are addressed fairly by the appropriate persons in a timely manner.

The parent/legal guardian must address in writing any concern or grievance to the Principal, Pat Chapin. He shall respond within ten (10) working days.

If the concern or grievance is not resolved by the Principal, the parent/legal guardian may, within ten (10) working days of the Principal’s response, request in writing a meeting (via phone or in person) with the Executive Director, Ron Roybal, to discuss the concern or grievance. He shall investigate and respond within ten (10) working days.

School Property

Grand River Academy provides materials, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. All property must be returned in good, working condition upon withdrawal from the program. Prepaid return labels will be provided with a list of k-5 items that will be returned. All printed materials are copyrighted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school.

PLEASE NOTE: When a student withdraws prior to the end of the school year, **all items**, regardless of condition, must be returned. This includes student and teacher printed pages.

Objectionable Materials Policy

If a parent finds certain lessons, books or materials to be objectionable, they should contact their Grand River Academy teacher and utilize the feedback option within the OLS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The assessment for the lesson in the OLS must be completed to show that the objectives have been met.

Optional Outings

Grand River Academy will offer optional outings for students and families on a regular basis that enhance the K12 and Odysseyware curriculums and learning activities, and/or provide social opportunities. Parents are responsible for transportation and any entrance fees associated with optional outings. Outings can be logged as attendance in the OLS for k-5. Grand River Academy parents and students are expected to conduct themselves appropriately at all optional outings. Parents are responsible for the supervision of their children at all times!

Withdrawal/Removal from Grand River Academy

Students who have been expelled from their local school districts may be eligible to participate in the Grand River Academy program pending administrative review. Students may be removed from the Grand River Academy program due to disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, or failure to comply with Grand River Academy policies.

Parents who wish to remove their student from the Grand River Academy program must contact their Grand River Academy teacher and notify them of their desire to leave the program. The Grand River Academy administration will then contact parents to schedule an exit interview and arrange for the return of all school materials. Please remember, Grand River Academy students and families are committed to attending our school for at least one complete semester.

Standards for Participation Online

Each user is solely responsible for the content posted through his/her log-in credentials. Sharing your username and password with others is strictly prohibited, as is logging in with someone else's username and password.

The following tones, language, materials and behaviors are strictly prohibited:

- Posting personally identifiable information (whether directly or indirectly through a link to a personal profile) such as phone number, IM, e-mail address or street address in any format other than a private message
- Antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status
- Posting material including photographs and videos inappropriate for minors (anyone under the age of 18)
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol
- Illegally posting, distributing, uploading or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise), or providing any information to circumvent copyright protection devices or software sharing quiz, test, assessment, essay or term paper questions or answers or undertaking any other action that would violate any code of conduct, expectations or rules of your school or teachers regarding academic honesty or that would defeat the intent of any quiz, test, assessment, essay, term paper or other academic assignment
 - Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.
 - Students must not transmit or post material that is intended for personal gain or profit, or political lobbying.
- Threats to anyone's physical or mental well-being
- Threats to school's personal property
- Stalking behaviors
- Harassment of any kind
- Explicit language or sexuality
- Explicit or graphic violence
- Disruptions of the server or host software
- Impersonations of others' identities, including employees/representatives of K12, Odysseyware, or GRA
- Use of codes, software, or passwords that may grant unauthorized access to K12 or Odysseyware software or third-party software of any kind
- Soliciting passwords or personal identifying information from other users
- Content that poses any type of threat to homeland security

Failure to comply with these standards may result in the temporary or permanent removal of user access to the online format, at the sole discretion of K12 or Odysseyware and may lead to disciplinary action by your school or expulsion.

Cyber Bullying Policies

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Guidelines for Integrity in Assessments and Assignments

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about a student's progress toward mastery. This information is helpful only if accurate. It can be accurate only if the assessment represents student work and only student work.

Unless otherwise instructed by your teacher or by a specific assessment, students are expected to honor the following principles while taking assessments:

- Student and student alone will take the assessment.
- Student will not copy or redistribute any part of the assessment in any way— electronically, verbally, or on paper.
- Student answers will represent your work and only your work, free of any outside assistance. Student will not plagiarize in any way.
- Student will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

Student will be asked to submit written assignments for teachers to grade. Written work should be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material or website. Put simply, always give credit where it is due. Be sure to ask your teacher if you have questions regarding citing sources. Schools have web tools available to check for student plagiarism.

Unless your teacher or specific directions inform you of exceptions, students are expected to follow these principles while taking assessments and completing written assignments. Only by honoring these principles can you assure both academic and personal integrity.

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work and is scholastic dishonesty. Specific examples of plagiarism include but are not limited to:

- Copying, paraphrasing or summarizing another person's work without citing that source.
- Using material, including photographs, from the internet or any other source and representing as your own, even if you have changed some of the words.
- Having someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, Spark Notes etc.), critical sources, or reference materials including textbooks and Odysseyware courses in part or whole without acknowledging those sources.

Source Citation

Many high school courses require written work where students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a website, he or she must provide the complete web page or site title, URL, author (if known), page number (if applicable), publication date of the site (if available), and date of access.

Students are responsible for their own work on unit tests and final exams. Exams should not include information copy and pasted from other sources or other students. Students are not permitted to share work with other students on unit tests or final exams. If a student does not complete his or her own work or shares work with others on unit tests and/or final exams, he or she will not receive credit for the work.

All assignments are assumed to be the student's original work. Therefore, if the student utilizes any ideas that are not his or her original thoughts, the student cite his or her sources using MLA format. A student who fails to abide by these standards will be reported to the school principal and will be subject to disciplinary action.

Consequences

First offense – The student and/or parent will be contacted by a high school teacher. The student will not receive credit for the plagiarized assignment but may be allowed to redo the assignment for full or partial credit at the discretion of the teacher.

Second offense – The student and parent will attend a conference with the teacher and/or principal. The student may be allowed to redo the assignment as is decided at the conference.

Third offense – Possibly dropped from course with an F recorded on student transcript.

Appendix A

Grand River Academy Non-Compliance Plan

Families who enroll their children in Grand River Academy agree to the statements listed in this handbook. These expectations represent the basic academic participation requirements to which learning coaches and students must comply in order to ensure true academic growth at Grand River Academy.

The vast majority of families who enroll with Grand River Academy consistently and conscientiously comply with these expectations. However, as the school year progresses, some families may demonstrate the inability or unwillingness to fulfill one or more of the “I Understand” statements. In these cases, the Plan (below) will be initiated so that the school has a mechanism by which the responsible learning coach can be officially notified of behaviors that compromise the successful school experience of the student.

Step 1: Upon determination by the advisor that the learning coach/student is non-compliant, the advisor will conduct a conference call with the parent/learning coach to discuss the areas of concern. A k-mail/e-mail will also be sent documenting the issues and indicating the next step. If the family does not establish contact (defined as no family communication with the school/teacher/advisor and/or no student participation in the program) with the advisor within 48 hours after third contact attempt, the principal will be notified. If contact is made, follow step 2. If not, follow step 3.

Step 2: Once contact has been established, the family will be placed on an action plan and attendance contract that must be followed along with a minimum of twice a month contact with the advisor in order to continue enrollment in Grand River Academy. The action plan will require a signature. If the non-compliance issue(s) have been resolved after a month of consistently following the action plan, the family can be taken off the plan if deemed appropriate by the advisor and administration.

Step 3: If after the family has been placed on an action plan for 10 school days and the non-compliance issues continue to remain, or no contact has been made, the student will be referred to the Director of Attendance.

Step 4: Student may be removed from Grand River.

Appendix B

Back-to-School Supply List

We have organized this list to help you know what school supplies you will want to keep handy. Please realize this is not an all-inclusive list, nor is it a required shopping list—rather, it is a collection of the most commonly used items that may be needed to complete or enhance your child’s lessons. Note that when you have specific questions about what materials are needed for each course and unit, you will be able to find that information in the Online School. Be sure to check in the “Advanced Preparation” section regularly in the OLS for each class. As always, you can talk to your teacher.

General Supplies:

- Computer with internet access (Computer time increases with each grade level so younger children can easily share. High school students need full day access. Please speak with GRA staff if you wonder how many computers you need based on your number of students and their grade levels.)
- Microphone or headset
- Pencils (mechanical or regular- or erasable pens for older students if they prefer)
- Crayons/colored pencils/**or** markers
- Scissors
- Glue **or** glue stick
- A 3 ring binder with dividers/ a multi-subject notebook/ **or** a notebook for every one or two subjects (up to 8)
- Some art lessons may ask for colored construction paper. (You may wish to wait and purchase this if your child has that lesson request.)
- A backpack is optional. You may like it if your child plans to attend face-to-face class sessions.

There may be some other materials that are special for a certain lesson. When you see those in “advanced prep”, you can then purchase the item or see if you have something else that will work.

If your child is really excited about a school supply not listed here and you think it will help with motivation and excitement for the upcoming year it may be worth adding it to your list.

Appendix C

Acceptable use policy information technology resources in the school

The school's information technology resources, including e-mail and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's resources:

Students must

- *Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
- *Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
- *Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
- *Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as Messages that are pornographic, threatening, rude, and discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

- Design and post web pages and other material from school resources.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
- Use the resources for any educational purpose.

Consequence for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PARENTS PLEASE DISCUSS THESE RULES WITH YOUR STUDENT(S) TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Signature Page

You have just reviewed the Grand River Academy Student/Parent K-12 Handbook. We have attempted to cover all the important rules, regulations, and procedures that will be in effect during this school year. Your success at the school will be equal to your effort and desire.

Parent/Student Acknowledgement of Expectations and Obligations

- I understand that enrollment includes full participation in all mandated state testing on the required dates and at the assigned location.
- I understand that all 6th -12th grade students must attend on-site one day a week per scheduled by counselor and it is my responsibility to provide transportation to and from GRA.
- I am committed to my child attending one full semester at GRA.
- I understand that I am responsible for providing transportation for my child on a weekly basis if he/she is performing below proficiency and is enrolled in on-site academic sessions.
- I accept the responsibility to supervise my student(s) in using the K12 or Odysseyware curriculums. I understand that I am expected to become knowledgeable about the curriculum and the online school (OLS).
- I accept the responsibility to actively participate in the planning, instruction, and assessment of my k-5 children using the K12 curriculum and the OLS. I understand that depending on grade level of my student(s) I may need to be available up to 6 hours per day to accomplish this task.
- I understand I will have the guidance and support of a professional teacher in implementing the K12 or Odysseyware program with my student.
- I understand that there are guidelines and policies regarding daily lesson completion and recording of scheduled lessons.
- I understand that I will be expected to maintain accurate progress and attendance logs in the online school on a daily basis.
- I understand that my children and I are required to participate in scheduled conferences with our teacher(s) via phone, Elluminate, or face to face. I understand that during these conferences I am expected to have access to all school related information.
- I understand that I will be required to submit student work samples when requested to my Grand River Academy teacher.
- I understand that I must read and respond to correspondence and phone calls from the Grand River Academy teacher/advisor/counselor within 48 hours.
- I understand that if my phone number, address, e-mail address, or emergency contacts change that I will inform Grand River Academy in a timely manner.
- I understand that Grand River Academy students are required to have adult supervision and participation (varying in degree by grade level of student) during instruction/learning.
- I understand that cyber bullying will not be tolerated.

- I understand that in order to fulfill enrollment requirements the following documents must be provided: complete enrollment packet, online enrollment, birth certificate, and Affidavit of Residency, current immunization record, and copy of current IEP/504 plan (if applicable).

In addition to these expectations, all students are responsible for the Entire Mesa County Valley School District 51 Conduct and Discipline Code as well as all Board Policies.

Please sign and return the bottom section of this page to the Grand River Academy.

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_(This bottom section must be returned to the School.)

We have read and reviewed the Grand River Academy School Parent-Student Handbook. In signing, we indicate an awareness and understanding, and agree to follow, the school practices and procedures set forth herein.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Parent's Printed Name _____

Parent's Signature: _____

Date: _____

Sign and return to:

**Grand River Academy
640 N. 14th St.
Grand Junction, CO 81501**

**You may also scan this signature page and fax it to our office at (970) 243-4723.

FOR OFFICE USE ONLY
