

Killdeer Public Schools



Killdeer K-12 Virtual Academy Handbook 2026-2027

Overview

The Killdeer K-12 Virtual Academy is an alternative academic option for Killdeer Public School students who desire a different approach to the traditional school setting. Students enrolled in the Killdeer K-12 Virtual Academy attend school full-time online and do not physically attend school in person at Killdeer School buildings. The Killdeer Virtual Academy provides a high-quality environment with students engaged in rigorous and interactive academics allowing students the flexibility within an academically challenging schedule. The Killdeer Virtual Academy is authorized in accordance with School Board Policy ABAD — Virtual Academy.

Eligibility

All Killdeer School students in grades K-12, regardless of race, color, sex, gender identity, national origin, ancestry, disability, or age, have the opportunity to enroll in the Killdeer K-12 Virtual Academy. However, the Killdeer K-12 Virtual Academy is not for everyone. Students and Parents will need to have a strong commitment to it. Students must be able to work independently; responsibility is essential to success in the Killdeer K-12 Virtual Academy. Students and parents considering enrollment in the Killdeer K-12 Virtual Academy must weigh the pros and cons of attending school online versus in-person. Only Killdeer School District #16 students may enroll in the Killdeer K-12 Virtual Academy; students in other school districts will not be accepted into the Killdeer K-12 Virtual Academy unless proper open enrollment paperwork has been completed, as stated in North Dakota Century Code 15.1-31-01.

Instructional Delivery

All Killdeer K-12 Virtual Academy instruction and learning will be completed through the North Dakota Center for Distance Education (NDCDE), a fully accredited school that has met the state requirements of the North Dakota Department of Public Instruction and the standards set forth by the North Dakota Department of Career and Technical Education (<https://www.cde.nd.gov/>). NDCDE courses are taught by fully certified teachers employed by NDCDE and are provided training and professional development specific to virtual learning from NDCDE.

Note: Virtual students are not permitted on the Killdeer School District grounds during the academic day unless prior permission is granted by the administration.

Enrollment/Registration

- Students enrolling in Killdeer K-12 Virtual Academy must do so for an entire semester. Students can transfer into or out of the Academy during semester breaks. Transfer requests into or out of the Killdeer K-12 Virtual Academy must be made to the Killdeer Public School District Administration no later than 1 calendar week following the beginning of each semester. Exceptions may be considered in rare circumstances by the administration.
- Students enrolled in Killdeer K-12 Virtual Academy are considered students enrolled in Killdeer Public School District, and therefore, all Killdeer Public School District curriculum requirements, policies, procedures, student handbooks, etc. apply.
- Per Killdeer Public School District administrative discretion, students enrolled in Killdeer K-12 Virtual Academy must take the equivalent of a full day of courses.

- Selection and determination of Killdeer K-12 Virtual Academy courses shall be determined and completed by the Killdeer Public School District administration. Courses shall align as best as possible with the curriculum and standards at Killdeer Public School. Courses taken that are not pre-approved by Killdeer School District administration may not be recognized by Killdeer Public School District.

Special Services

If a student receives additional academic services via an IEP or 504 plan, Killdeer Public School District will communicate accommodations or modifications to NDCDE.

Satisfactory Academic Progress, Eligibility, and Attendance

Academic Progress, Eligibility, and Attendance shall be monitored and enforced by Killdeer Public School District Designee.

Academic Progress: Students enrolled in Killdeer K-12 Virtual Academy shall follow NDCDE satisfactory academic progress guidelines as follows (subject to change without notice):

Expected Course Progress

Students who enroll with NDCDE in online courses are expected to follow their online assignment calendar (pacing chart) or teacher-provided calendar for their course(s). Students are expected to stay on pace by completing their assignments throughout the duration of their course(s). To do so, students should be expected to engage in 1-2 hours of work per day, per course. Students who do not stay on pace will be notified via multiple means by NDCDE.

Special Notice

Students who do not submit at least one assignment during the first two weeks of a course will be dropped from the course, and their course enrollment fee will be returned via check, less \$20 for administrative processing.

Eligibility

As Killdeer Public School District Students, students enrolled in the Killdeer K-12 Virtual Academy are subject to all eligibility policies set forth by Killdeer Public School District.

School Attendance

School attendance in the Killdeer K-12 Virtual Academy shall be determined by students staying on pace with the curriculum schedule set forth by the NDCDE. If a student falls behind three (3) or more assignments, the student may be deemed as not attending school and, therefore, truant.

Academic Honesty

Students enrolled in the Killdeer K-12 Virtual Academy shall follow NDCDE academic honesty guidelines as follows (subject to change without notice):

Academic Honesty

A high sense of personal honesty and integrity is expected of all students in the completion of NDCDE courses. Coursework is intended to be completed without cheating, plagiarizing, or knowingly giving false information.

Tests and final examinations must be completed in the presence of an approved exam administrator who must certify that the test or exam was completed without the assistance of books, notes, or other outside resources.

The consequences for academic dishonesty will be determined in consultation with NDCDE teacher, the student's local exam administrator, and the NDCDE principal.

Cheating

To help students, parents, and exam administrators understand, NDCDE defines cheating as:

- Allowing another student to copy your work.
- Copying or attempting to copy from another student's test, exam, or assignment.
- Having someone else complete your assignment.
- Giving information in an unauthorized manner to another student for a test, exam, or assignment.
- Using unauthorized materials, information, notes, study aids, or other devices for a text, exam, or assignment.
- Using an online translator. NOTE: Online translators are NOT to be used by a student in any foreign language course at any time. If an online translator is used to complete either a non-password-protected activity or a password protected activity in a foreign language course, the student will receive a zero for the entire test, exam, or assignment.
- NOTE: If any student is caught cheating, all password-protected assignments/tests must be completed in a Killdeer Public School District building of the school administrator's choosing.

Consequences Cheating

- 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 learning coaches will be informed, and the offense will be documented in the student's file.
- 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 learning coach will be informed, and the offense will be documented in the student's file.
- 3rd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam. NDCDE administration will be informed of the offenses and disciplinary action will be enforced. (See list of potential disciplinary actions below.)

Plagiarism

To help students, parents, and learning coaches 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.

Consequences — Plagiarism

- 1st time offense: If the instructor believes the student plagiarized an assignment and it is the student's first offense within the course, the instructor may use that first offense as a teachable moment and allow a retry on the assignment. The instructor will explain to the student what plagiarism is and why it's important to not copy someone else's work. The parent/guardian, school of record and learning coach will be informed, and the offense will be documented in the student's file.
- 2nd time offense: If the instructor believes that the student plagiarized an assignment in the same course a second time, the student will receive a zero without an opportunity to redo the assignment. The parent/guardian, school of record and learning coach will be informed, and the offense will be documented in the student's file.
- 3rd time offense: If the instructor believes that the student plagiarized an assignment a third time, the student will receive a zero without an opportunity to redo the assignment. NDCDE administration will be informed of the offenses and disciplinary action will be enforced. (See list of potential disciplinary actions below.)

Exam Administration

Killdeer Public School District will supply a local district-approved exam administrator for all course enrollments. All exams must be taken on the device issued by Killdeer Public School. Though the district may approve a student's parent/guardian, NDCDE strongly encourages the district to approve a third party as the student's exam administrator.

If a parent/guardian is approved by Killdeer Public School District, they must follow

NDCDE testing policies and procedures as follows (subject to change without notice):

Online Testing

- Most tests in our online courses require passwords
- Test passwords are changed regularly
- To find a test password, please log into your exam administrator account in our student information system
- Test passwords are located in the Test Passwords tab of your account

- Test passwords are not to be given directly to students

Learning Coach Administration of Tests and Exams Guidelines

Ensure academic integrity in all tests and exams by:

- Manually enter the test password as passwords are never to be given to students or others that are not the assigned Learning Coach in the NDCDE platforms
- Remain with the student during the entire testing period • Monitor and confirm that password-protected assessments are completed in one sitting, as they are time-sensitive
- Ensure that there is no use of any resource on exams/tests unless specified by the NDCDE instructor and maintain a direct visual on the students' device for the duration of the exam. This may include but is not limited to notes, books, websites, peers, course content, online translators, external devices such as phones, tablets, etc.

NDCDE reserves the right to request a New Learning Coach if the above requirements aren't fulfilled.

Preserving Exam Integrity

Learning Coaches should be aware of methods where online test passwords could be recorded. This could result in students having the ability to take an online exam not proctored by a Learning Coach. This conduct by students falls under the auspices of NDCDE's Academic Honesty Policy.

The method exploited to access an online test password is done by means of the browser's 'Remember Password' feature. Common browsers, such as Chrome, Firefox and Edge have this feature ON by Default allowing a user to save and manage their passwords. The saved password could be retrieved at a later time by another user on shared computers (library, lab etc).

NDCDE has taken steps to increase exam integrity, which includes test passwords being regenerated on a routine basis. To further strengthen the online testing protocol, schools have the opportunity to take steps to prevent such abuse. Below are suggested actions your school can take to maintain the integrity of NDCDE online exams.

Learning Coaches should ensure that students are not logged into other systems while taking exams. Students should have only one browser open with one tab containing the student's course.

NDCDE asks that Learning Coaches (LC) follow policies and procedures regarding the proctoring of exams. This includes manually entering the test password, as passwords are never to be given to students. Learning Coaches should select NO if they are ever prompted by the browser to save the exam password they enter.

On shared computers (library, lab etc) used for testing, it is highly encouraged to have the 'Remember Password' feature turned OFF for all web browsers installed. You may want to share this page with your IT staff as they may already have strategies in place to centrally manage the settings of all web browsers at your school

Google Chrome is NDCDE's recommended browser for students to use while taken online exams. Your school may want to look into ensuring that Google Chrome is a browsing option for students taking online courses.

The following resources may help familiarize yourself with the password management features of the 3 most common browsers:

[Managing Passwords in Chrome](#)

[Managing Passwords in Firefox](#)

[Managing Passwords in Edge](#)

Note: Microsoft Internet Explorer and Apple Safari are not supported browsers and are not recommended for online testing in NDCDE Courses.

Killdeer Public School District shall have the final authority in selecting Learning Coaches.

Students enrolled in Killdeer K-12 Virtual Academy are not eligible for semester test exemptions.

Grading Scale

Students enrolled in Killdeer K-12 Virtual Academy shall follow the Grading Scales set forth in the Killdeer Public School Handbooks.

Academic Calendar(Completion)

Students enrolled in Killdeer K-12 Virtual Academy shall follow the Killdeer Public School District calendar and, therefore, must complete all courses by the end of each semester accordingly. Any and all course extensions must be approved by Killdeer Public School District. The cost of extensions will be paid by the student and not the Killdeer Public School District.

School Activities/Graduation/Academic Honors

As enrolled students of Killdeer Public School District, Killdeer K-12 Virtual Academy students are eligible to participate in Killdeer Public School District activities in accordance with Killdeer Public School District and NDHSAA regulations. Note: FFA State/National Guidelines do not allow Killdeer K-12 Virtual Academy students to become FFA members unless enrolled in an on-site Agriculture Education Course.

As enrolled students of Killdeer Public School District, graduating seniors enrolled in Killdeer K-12 Virtual Academy who have completed all graduation requirements set forth by the North Dakota Department of Public Instruction and Killdeer Public School District are considered graduates of Killdeer Public School District and are eligible to participate in the Killdeer High School graduation ceremony. These students will receive a diploma from Killdeer High School. Although they are eligible to participate in the Killdeer High School graduation ceremony, students enrolled and graduating from the Killdeer Virtual Academy will not be eligible for valedictorian or salutatorian distinction.

Federal/State Testing and Other Assessments

As required by law, the Killdeer Public School District administers federal, state, and district assessments and other assessments throughout the school year. These tests require in-person, face-to-face completion. Therefore, Killdeer K-12 Virtual Academy students must take federal, state, and district assessments and other assessments onsite at one of the Killdeer Public School District buildings. As determined by Killdeer Public School District policy, unless the parent/guardian opts out of testing per School Board Policy GCE.

Fees

The Killdeer Public School District will pay the course fees for Killdeer K-12 Virtual Academy. However, if a student needs to apply for a course extension, it must be approved by the Killdeer Public School District building principal, and the parent/guardian will pay all applicable fees. If a student drops a course, the parent/guardian will pay any drop fees.

Fees for NDCDE College Level Courses

Course fees for NDCDE Advanced Placement Courses and Dual Credit Courses require a higher fee. As such, the student/parent is required to pay the cost of the college credit. Upon enrolling in these classes, payment must be made to the Killdeer Public School District.

Technology Needs/Requirements

Internet: All Killdeer K-12 Virtual Academy courses are taught online via NDCDE. As such, a reliable internet connection is required. The Killdeer Public School District or Killdeer K-12 Virtual Academy does not provide internet access, which is the student and parent's responsibility.

Computer: To ensure access to NDCDE courses, Killdeer K-12 Virtual Academy students will be provided a computer by Killdeer Public School District. Students and parents will sign an agreement upon "checking out" a computer indicating that the loss or damage to the school-owned computers will be paid by the student/parent. Students with outstanding fees associated with damage or loss to school-owned computers will not be permitted to enroll in Killdeer K-12 Virtual Academy. Killdeer Public School District will vigorously pursue the collection of outstanding fees, which may include contacting collection agencies and/or law enforcement.

Killdeer K-12 Virtual Academy Student-Parent Application/Agreement

Student Name:

Semester & Grade Level:

Application/Agreement

By signing below, we (student and parent/guardian) are hereby applying for enrollment in the Killdeer K-12 Virtual Academy for the semester noted above. We acknowledge that we have read, understand, and agree to the policies, procedures, and expectations outlined in the Killdeer K-12 Virtual Academy Handbook. This agreement is a commitment for one full semester as noted above.

Parent/Guardian Signature

Date

Student Signature

Date

Building Principal Signature

Date

Course Code	Course Name	Start Date	Completion Date	Applicable Fees