



MNVA

Minnesota
Virtual Academy

HOUSTON PUBLIC SCHOOLS

MNVA Elementary
Student Handbook
2015-2016

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Introduction

Welcome to Minnesota Virtual Academy! Minnesota Virtual Academy (MNVA) is an online public school in the state of Minnesota. MNVA is a program of Houston Public School District (ISD 294) located in Houston, MN. MNVA is governed by an elected independent school board. This student handbook is intended to inform MNVA students and parents of relevant information as well as to identify specific responsibilities pertaining to families enrolling in MNVA.

Mission Statement

The mission of MNVA is to empower students with an innovative and effective education program that helps them achieve high standards and reach their full academic and social potential.

MNVA Teachers

A healthy working relationship between the learning coach, students, and the assigned Minnesota Virtual Academy Teacher(s) is essential. All MNVA teachers hold a Minnesota teaching license, have extensive teacher professional development, and represent a diverse spectrum of educational backgrounds and experience. MNVA teachers are the first point of contact for students and parents concerning any issue with MNVA and will respond to communications within 24 hours on regular school days. MNVA teachers will notify their assigned students if they will be out of the office, unavailable for a scheduled conference call, or if other events will alter a regular school day.

MNVA teachers work with students to:

- Provide instruction in their assigned course(s)
- Develop students' individual academic plan
- Provide instructional and curricular support
- Monitor student attendance and progress
- Assess student work through daily online lessons, lesson assessments, and assignments
- Encourage and support all areas of student learning and achievement
- Schedule and initiate conferences with each learning coach
- Provide organizational assistance
- Organize MNVA events.

All MNVA teachers and staff who provide athletic coaching services, extracurricular academic coaching services or supervise/interact with enrolled students must submit to and pass a criminal background check.

MNVA School Counselor

The purpose of the school counselor is to help each individual student achieve his/her highest growth in academic, career, and personal/social development. The school counseling program is provided to all students through activities that focus on positive approaches to school and lifelong learning and skills for life and employment.

Academic guidance assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

Career guidance helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational, career and work opportunities.

Personal/social counseling helps students to develop an understanding of themselves and the rights and needs of others, how to resolve conflict, and to define individual goals reflecting their interests, abilities, and aptitudes. This counseling may be provided through classroom and school activities that focus on age related issues of social and character development or through structured individual/small group/classroom activities that focus on specific concerns (e.g., bullying and harassment, grief, divorce, substance use or abuse, aggressive behavior).

The school counselor is available to all students; students do not need to be in crisis to access support from the school counselor. The school counselor may hold individual, group, or classroom/multi-level sessions with students. Support from the school counselor is considered available to all students unless specifically requested to opt-out by a parent/guardian. If a parent would wish to have their child opt-out from school counseling services, the parent/guardian can opt to not have their child log into hosted sessions and communicate this opt-out via kmail to the school counselor.

Parent permission is not required for counseling that is needed to maintain order, discipline, or a productive learning environment. If the school counselor would require a session with a student/parent based upon schooling concerns or other specific concerns, the school/school counselor would notify the parent/guardian/learning coach/student that the session is required due to specific concerns. Failure to attend the required session would result in an unexcused absence that will count toward truancy or ongoing attendance concerns.

MNVA ‘Learning Coach’ Requirements

Every enrolling student must have a designated learning coach who will fulfill certain duties in support of the student's learning in the student's home under the direction of an MNVA teacher. Generally a student's parent/guardian fulfills this role, but another adult can be designated by a parent/guardian as a student's learning coach. Learning coaches who are not the student's parent/guardian must have written parental permission and may not support more than two students without a waiver from the MNVA administration. Due to data privacy laws, school records, Online School account access, and student data cannot be shared with a non-custodial adult without written permission from the legal parent/guardian.

Due to the nature of our school, it is imperative that the learning coach working with the child works cooperatively with the MNVA teaching and administrative staff. This includes, but is not limited to the implementation of suggested academic and behavioral strategies to improve the child's educational experience. This may also include the recommendation(s) of the Student Support Team (SST), which is a group of professional MNVA staff members who meet regularly to problem-solve unique student cases.

Learning coaches are responsible for the following items in support of their child's academic success:

- Ensure daily attendance in school, per MN compulsory education statute
- Document attendance daily
- Ensure functioning academic technology, including but not limited to: computer, internet, microphone and webcam
- Follow student's academic plan, as prescribed by the assigned MNVA teacher(s)
- Ensure students participate in assigned academic support programs, such as Study Island, Reading Eggs, ReadLive, Reflex, etc.
- Ensure adequate progress, as outlined in the pacing section of this handbook
- Check KMail daily
- Ensure submission of assignments by due date
- Ensure timely and regular communication with MNVA teachers and staff

- Ensure students use their own account. Students are not to use a parent account. Failure to follow this policy can result in falsification of records and/or cheating, and may result in disciplinary action.

Curriculum & Course offerings

MNVA offers a full and part-time kindergarten program and a full-time program for grades 1–5. MNVA has selected a set curriculum for use in all grade levels and all subject areas. The curriculum selected by MNVA is mandatory for students enrolled in MNVA. Other curricula may be used as a supplement by the learning coach; however, those curricula may not replace any portion of the MNVA curriculum.

- Students enrolled in part-time kindergarten will receive math, language arts, history and science curriculum.
- Students enrolled in full-time kindergarten, 1st and 2nd grades will receive math, language arts, history, science, art, music, and physical education/health.
- Students enrolled in grades 3-5 will be enrolled in four core courses (math, language arts, history, and science), two of three electives (art, music, and foreign language), as well as physical education/health.
- Students will be placed in their course levels according to their assigned grade level. Based on diagnostic assessments, teachers may make course changes or promotions to support the student's academic needs.

Materials

MNVA provides curricular books and other supplies, which are shipped to the home. These materials are public property and must be kept in good condition. The learning coaches enrolling students in MNVA accept the liability of paying for lost, stolen, or damaged school property, including but not limited to textbooks, workbooks, computers, peripherals, and software. The learning coaches are also obligated to follow all material reclamation procedures at the conclusion of the school year or upon withdrawal from MNVA.

MNVA Elementary students must possess a working computer with reliable internet connection. Computer specifications necessary to support our online school are available at <http://help.k12.com/support/computer-equipment> under the support topic of 'Is your computer K12 ready?' For those families for whom this may present a hardship and who qualify for educational benefits, please contact the MNVA administration to discuss options for computer hardware. Additionally, students should have a functioning microphone, either internal to the computer or an externally connected one, so students may participate fully in Class Connect sessions.

Enrollment and Withdrawal

Enrollment

MNVA is a full-time, comprehensive program in the elementary grades. As a student of MNVA, you are fully enrolled in a comprehensive public school program. As such, students may not take a portion of their coursework through another public school while enrolled in MNVA. Additionally, students may not take additional coursework, beyond their full-time coursework with MNVA (six courses), while enrolled with us. Violations of the above trigger a funding discrepancy with the state and may result in the student being withdrawn from MNVA. There are some scenarios, although few, that allow students to take classes outside of MNVA. If you are considering such options, please consult your MNVA teacher so that appropriate options which do not violate funding guidelines may be laid out for you.

- In order to enter MNVA, kindergarten students must have reached the age of five years on or before September 1st of the current year.
- As allowed by state statute, MNVA accepts enrollments during its annual enrollment window. For the 2015-2016 school year enrollments will be accepted beginning in March 2015 throughout the 2015-16 school year. Incomplete enrollment applications will not be accepted. This includes new enrollment applications, transfer requests and students who leave MNVA and wish to return mid-year.
- Because MNVA K-5 will be accepting students throughout the year, there will be designated start dates for new students that coincide with natural breaks in the school year.
- Students enrolling in MNVA are enrolling into a full-time, comprehensive program and become students of the Houston Public School District. As such, **students may not take classes through another public school while enrolled in MNVA.** Enrolling in MNVA and also attending class in another public school will result in a state funding error in which the other school will be unable to claim funding for your participation there.
- State law requires that every child enrolled in a Minnesota School be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Children under five must also be immunized for haemophilus influenza type b (Hib7). Students in grades 7-12 must meet the state's requirement for a second measles, mumps, rubella immunization (MMR) and a Td on or after the eleventh birthday. Students in kindergarten and 7th grade must also be immunized against Hepatitis B. Exceptions are made to this rule for reasons of conscientious objection or on doctor's orders. MNVA is required to maintain records pertaining to the immunizations and any exceptions to adhere with the law.
- State law requires that an early childhood screening be performed for any child entering a Minnesota public school. MNVA is required to maintain records pertaining to this screening and any exceptions to adhere with the law.
- For the safety of your child, any known medical conditions need to be shared with MNVA through the Outing Permission Form contained within this handbook.

The Houston Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Students with Disabilities

Upon admission of any special needs student, MNVA complies with all federal and state laws regarding the education of disabled students. The school does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

- As a public school, MNVA is committed to being open for enrollment to *all* students; as required by Minnesota Open Enrollment laws.
- Due to the unique learning environment, parents of all students may consult with the MNVA enrollment team to determine suitability of MNVA's program to the student's needs prior to enrollment.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such impairment; or
- is regarded as having such an impairment.

The school district has the responsibility of providing adjustments, modifications, and necessary services to eligible individuals with disabilities. Due to the unique learning environment of MNVA, if specific services identified by the IEP team cannot be delivered effectively in an online setting, MNVA will contract for these services. Services may be arranged through agreements with resident school districts or county agencies in order to meet the student's specific needs as identified by the MNVA IEP team.

Just as in any public school setting, students with direct services listed on their IEP will participate in additional instructional support outside of the OLS. Students agreeing to IEP services through the MNVA are expected to attend their direct service sessions, whether they are offered at a local school or offered virtually through our remote software programs. If students fail to attend scheduled sessions, or do not contact their special education teacher in advance to make arrangements to reschedule the session, it will be considered as an absence for the day and will follow the attendance procedures outlined in this handbook. **Repeated failure to attend direct service sessions signifies to MNVA that you may no longer wish to continue receiving special education services through MNVA and a representative from our special education department will be in contact with you regarding your desire to re-engage in the sessions or to opt out of special education services.**

The Houston School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district. For questions or concerns, you may contact our school Section 504 Coordinator, Tina Barness at 1-866-215-2292 or tina.barness@hps294.us . Our alternate coordinator is Crystal Sobotta at 1-866-215-2292 or crystal.sobotta@hps294.us .

Withdrawals

The learning coach of a withdrawing students must contact their MNVA teacher(s) and notify them of their desire to withdraw. At that time, the learning coach must communicate to the homeroom teacher or the MNVA office staff the name and location of the school where the student will be attending as required by the compulsory attendance MN Statute 170A.22, which states all children under the age of 16 are required to be enrolled in an educational setting. MNVA administration will contact parents to arrange for the recovery of all school equipment and materials, set a specific withdrawal and transfer date, and coordinate for the transfer of school records. Parents are expected to return all school property in the prescribed time frame. Failure to return school assets may result in legal action being taken. Upon withdrawal, the student's resident district will be notified that he/she is no longer being served by MNVA.

Behavior Policy

MNVA expects all students to behave in a manner that is respectful of others and towards school property. Any family members attending a school event are expected to follow and adhere to the same behavior and discipline guidelines outlined below.

Many school events are held in public venues not owned by MNVA or Houston Public Schools. When in attendance at any school event, all behavior expectations and the policy herein apply at any and all venues used by MNVA or Houston Public Schools. In the event that the venue has specific policies posted that may not match that of what is described below, the MNVA behavior expectations would supersede those of the venue and apply to all family members in attendance at the school event.

- Students are expected to demonstrate appropriate treatment of school property including but not limited to the school computer, scanner, curriculum, materials, and any other resources provided through MNVA. Misuse of hardware or software may be grounds for exclusion from the academy.
- Students are expected to demonstrate appropriate language in all correspondence related to MNVA, such as emails, written correspondence, telephone conferences, etc.

- Students are expected to demonstrate acceptable behavior while in attendance at any MNVA function. Behavior deemed unacceptable may result in an expulsion from MNVA sponsored events. Inappropriate behavior would include, but is not limited to: bullying, fighting, disrespect shown to other students and adults, and inappropriate language.
- Students are expected to demonstrate acceptable behavior while in attendance at any MNVA online session. Behavior deemed unacceptable may result in disciplinary action. Inappropriate behavior would include, but is not limited to: inappropriate language, disrespect shown to other students and adults, and misuse of online tools.

Harassment and Violence

The policy of the school is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. As outlined in our district policy 414, MNVA prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Bullying and Cyberbullying

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school-related functions or within the online academic platforms. This applies not only to students who directly engage in an act of bullying/cyberbullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This also applies to any student whose conduct at any time or in any place constitutes bullying/cyberbullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying/cyberbullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources. Refer to school board policy 514 for a complete outline of school policy relative to bullying and cyberbullying.

Search of Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this board policy 502 for students to carry contraband on their person or in their personal possessions.

Discipline Policy

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this handbook. This handbook applies to all school buildings, school grounds, school property, school-sponsored activities or trips, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of

the student, other students, or employees. Please refer to the school district's policy manual, which may be obtained by contacting the district office, for further definitions and descriptions.

Examples of misbehavior that may result in discipline:

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including but not limited to, playing a game of chance for stakes;
4. Hazing (Refer to school board policy 526);
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds or school event grounds without permission;
6. Violent opposition to authority;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia; (Refer to school board policy 419 for complete policy on a tobacco-free environment);
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, except as prescribed by a physician;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons or other dangerous objects;
12. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used as a weapon;
13. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
14. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation;
15. Violation of any local, state, or federal laws as appropriate;
16. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
17. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios, and phones;
18. When used, any violation of school bus or transportation rules or the school bus safety policy;
19. Possession or distribution of slanderous, libelous, or pornographic materials;
20. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
21. Criminal activities;
22. Falsification of any records, documents, notes, or signatures;
23. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
24. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism, collusion, or misrepresentation of completed work or attendance;

25. Impertinent or disrespectful language toward teachers or other school district personnel; sexual abuse and/or harassment;
26. Actions, including fighting or other assaultive behavior, which causes or could cause injury to students or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
27. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
28. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
29. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
30. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
31. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
32. Disobedience or insubordination to teachers or other school district personnel;
33. Violation of school rules, regulations, policies, or procedures;
34. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violates the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees;
35. Retaliation;
36. Unauthorized Internet use;
37. Refusal to assist in an investigation.

Discipline Referral Procedures

When a student behaves inappropriately or violates the rights of others, such behavior will be met with one or more responses depending upon all of the circumstances, including the student's prior disciplinary offenses and the student's cooperation in correcting the problem.

Responses may include the following:

- Verbal conference with the student;
- Verbal conference with the student and parent;
- Written warning of non-compliance;
- Removal from activity, or future activities;
- Restriction of privileges;
- Referral to counseling;
- Restitution;
- Reduction of grade;
- Parent attendance of partial or full school day with the student;
- Referral to other agencies or programs;
- Expulsion;

School administration may impose or recommend longer suspensions, expulsions, or other disciplines as deemed appropriate on a case by case basis.

Attendance Policy

The Minnesota Virtual Academy school year is 174 days in length and students are required to participate 6 hours a day, 5 days a week. Parents enter the attendance hours spent in Online School (both online and offline) activities. On a daily basis, teachers will verify the attendance hours recorded in the Online School, document additional attendance hours spent in curricular activities outside the Online School to capture a student's overall attendance. It is this overall attendance that should equate to 6 hours daily; the Online School hours would be a large portion of this overall time. For students who do not demonstrate adequate attendance hours and active participation in their coursework, teachers will notify parents/guardians of the attendance concern, discuss the situation, and record an absence(s), if warranted.

Recording Attendance

Learning coaches are required to enter attendance data into the Online School on a daily basis. Failure to enter attendance data for any given school day will be considered an unexcused absence. Parents/guardians are solely responsible for entering attendance data into the Online School. At no time should students enter attendance data or have access to do so through the learning coach's Online School login. Good attendance is essential for school achievement and success. If your child is ill or has a valid excuse for the absence, you must notify the school by writing a note via kmail or email to explain your child's absence.

Absences and Tardies

Under Minnesota Compulsory Attendance law, children ages 7 – 17 must go to school every day. Children under age seven who are enrolled in kindergarten or a higher grade are also subject to the law. A student is considered tardy if they miss 2 hours or less of a school day. A student is considered absent if they miss 2 or more hours of a school day. Six unexcused tardies will equal one unexcused absence. A school day is comprised of the following, and missing any of these will result in a tardy or absence for the day:

- The scheduled online lessons in the OLS
 - OLS lessons, equaling approximately 5 hours of school work (for full-time students) must be marked as complete in the OLS;
 - Ideally students will complete each subject on a daily basis, or as scheduled weekly within the default settings. If students wish to modify their assigned schedules, this may be done if it is agreed upon by their assigned homeroom teacher;
 - Online work must be verifiable. Work is verified by completing both online **and** offline activities, assignments, and assessments. If online work should ever need verification for authenticity, students and/or learning coaches must submit all paper copies of said activities, assignments and/or assessments to their assigned homeroom teacher by the due date given;
- The required Class Connect sessions scheduled in the OLS, equaling approximately 1-2 hours per week
- The scheduled direct service instruction provided by a special ed teacher, EL teacher or other specialist, as outlined in the student's service agreement

Excused and Unexcused Absences and Tardies

Absences and tardies may be excused because of illness, religious observance or instruction, family emergency, funeral and bereavement, or for medical, dental, orthodontic or counseling appointments. All other absences/tardies are presumed to be unexcused (Minn. Stat. 120A.22, Subd. 12). Six unexcused

tardies will equal one unexcused absence. Excessive excused absences for medical reasons may require doctor's verification of the absences.

Truancy

A student who has at least three unexcused absences in elementary school is considered a "continuing truant" under the law (Minn. Stat. §260A.02, Subd. 3). A student who has at least seven unexcused absences in elementary school, is considered an "habitual truant" under the law (Minn. Stat. §260C.007, Subd. 19). A parent or guardian must compel the attendance of a child at school pursuant to Minn. Stat. §120A.22. Failure to meet this obligation may result in legal action. In cases of habitual truancy, both a parent and child may be subject to juvenile court proceedings, if deemed necessary by the child's resident county. If the child is referred to juvenile court for truancy (applicable to children age twelve and over), the child may be subject to a variety of court-ordered dispositions, including suspension, restriction or delay of the child's driving privileges, pursuant to Minn. Stat. §260C.201.

If a student is having attendance concerns, parents may schedule a meeting with appropriate school personnel to discuss solutions to a child's truancy. Possible solutions might include: the child's participation in an attendance plan, referral to a community agency for counseling, tutoring, mediation, modification of the child's schedule, educational assessments, accompanying the child to school and attending classes for one day, or referral of the child to alternative educational programs and services available in the district.

Vacations and Extended Breaks

Families wishing to take vacations or extended breaks during the school year must notify the homeroom teacher of the absences and have approval from the school if the vacation is planned for more than three days. Failure to notify the school in advance of the absence will result in the day(s) being marked as unexcused absences and subject to all Minnesota school attendance laws.

Academic Policies

At the Minnesota Virtual Academy, we believe that all students can achieve academic excellence if they are provided rigorous instruction, high standards, and the guidance and individual attention of a learning coach. While we use the computer as a learning tool, we believe that education is primarily a human endeavor, dependent on caring individuals, involved parents, and committed teachers.

As required by current Minnesota statutes, regulations of the Department of Education, and the school board of this district, students shall be in attendance each day that school is in session. The primary responsibility of ensuring regular school attendance lies with the parent(s) or guardian(s) of the student. It is the intent of this school to support the parent/guardian in this important responsibility by establishing and maintaining active communication between the school and the students' home, and when necessary, collaborating with services available by the county of residence.

Minnesota state law requires that all students between ages seven and eighteen who are mentally and physically fit attend school every day that school is in session. The Minnesota Virtual Academy will implement the requirements of the compulsory attendance laws in a timely manner, including reporting a pattern of truancy to the corrections department in the county of the student's residence.

To that end, the Minnesota Virtual Academy has developed the following policies and guidelines to support our expectations and high standards in education.

Rate of Progress

A student's rate of progress through the Online School is an important determination of both attendance and academic understanding. The elementary grades at the Minnesota Virtual Academy are a mastery-based program, and as such, 100% mastery of each content level is necessary to provide a rich, rigorous, and sequential learning experience for students. **Mastering approximately 25% of the curriculum each quarter in each content area will enable students to successfully reach this goal of completing courses within the traditional nine-month school year.** Questions concerning appropriate individual student progress should be directed to the student's MNVA teacher(s). Additional recommendations for scheduling, working with multiple children, and appropriate progress goals for each student may be obtained from the student's MNVA teacher(s).

Students are expected to complete 2-3% in each course each week. In certain academic instances, a teacher may wish to create a modified plan for a student's rate of progress. In such instances, students are expected to meet the terms of this plan to remain in good standing. Students must meet progress goals as outlined above, unless a teacher has created a modified plan and one exists on file for the student. Any concerns about progress rates for a student should be addressed with your assigned teacher(s).

Students should meet the expected rates of completion in their coursework, either the general guideline of 2-3% per week, or a modified plan created by their homeroom teacher. Failure to do so, over extended time, may result in a student receiving lower course marks within their report card, as they may not be able to demonstrate mastery against assigned course standards during that grading period.

Families with students with IEPs will use the quarterly IEP progress report to determine what constitutes "good standing" in terms of progress rates. If the IEP does not specify a modification of pacing or progress completion, students default to the general education guidelines and expectations regarding progress completion, as outlined above. Failure to demonstrate progress as outlined either on the IEP progress reports or per the guidelines above will result in an IEP meeting to be held to determine if interventions within the IEP provide the least restrictive environment as outlined in IDEA 2007.

The learning coaches are required to enter completion and assessment data for each lesson(s) completed by each MNVA student. This information needs to be entered into the Online School on a daily basis. Failure to record completion and assessment data could result in a recorded absence for the student.

Authenticity of Online School Work

The State of Minnesota, when issuing public funds to MNVA, does so in good faith that enrolled students are in fact making regular and appropriate academic progress. The Online School is designed to collect and record data that substantiates the academic progress of MNVA students. Therefore, it is mandatory that the Online School be used to enter completion and assessment data that reflects the standing of the student. All student work should be completed using a student's OLS account, not the learning coach's account. All academic data entered should be accurate and complete. False documentation of attendance, progress, or student achievement for the purpose of overstating a child's accomplishments will not be tolerated, and may be grounds for disciplinary action and/or notification to the student's county of residence of our educational concerns. **At no time should MNVA students have access to the learning coach's Online School login.** The responsibility for recording attendance and academic data lies with the parent/guardian, not the student. If it is determined that students have obtained or were granted access to the learning coach's login, it may be deemed as falsification of school records, and may result in immediate withdrawal from the Minnesota Virtual Academy.

At the end of the academic year, teachers, parents, and administration will work together to determine the best grade and course placement for the student for the following school year.

Assignments

MNVA has a mandatory assignment submission policy. Student work provides an essential means of ascertaining a student's skill level and provides a window into that student's performance. Assignments are to be submitted monthly.

In grades K-3, learning coaches are required to submit assignments on behalf of the student for each enrolled child.

In grades 4-5 students should begin to become responsible for submitting or helping to submit their assignments to their teacher. Student assignments are a key component in assessing student mastery. The assignments submitted may be photocopies of original work. For students in grades K-5 assignments will be turned in electronically through the online school (OLS) site. If necessary, additional accommodations may be made with the MNVA teacher to allow assignments to be submitted via US Mail or at a school outing/event. Assignments for grades K-5, are to be submitted, usually weekly, according to a grade-specific checklist sent to each student at the beginning of the school year. Your assigned teacher(s) will coordinate the collection of these assignments with you on an individual basis.

Assignments are due on or before the due date established by the MNVA teacher(s). Failure to submit required assignments may result in a student receiving lower course marks within their report card, as they may not be able to demonstrate mastery against assigned course standards during that grading period.

Learning coaches and students may opt to submit additional work from what is listed below or to submit work more frequently to their MNVA teacher. Also, individual teachers may request assignments beyond what is listed.

Instruction Sessions (Class Connect Sessions)

Throughout the year, MNVA teachers will offer instructional sessions in all grades and in various course levels. These "live lessons" are designed to provide instruction or guided practice in key content standards in each grade level. The "live lessons" are offered as a means to provide a community of learners (at the same academic level) the opportunity to dig deeper into content, focus on particular academic skills, or to simply apply learned academic skills in new and exciting ways.

Generally, these sessions will be required, unless waived by your homeroom teacher. These sessions may be waived for students on a specific academic plan whereby the sessions would not be of benefit to the student's individual academic needs. Failure to attend required instructional sessions will result in a unexcused tardy or an absence being recorded for that time, unless the tardy/absence meets the criteria for excused, as defined above. To avoid an unexcused tardy/absence, a student may make arrangements with his/her MNVA teacher to make up the Class Connect session by participating in a recorded session and submitting all assignments related to that Class Connect within the due dates given by the MNVA teacher.

Students should come to each Class Connect prepared to participate fully. This includes ensuring minimal distractions within the home environment so that students can concentrate on the instruction. Students should come with a functioning microphone so that they can verbally participate and respond to the instruction. Finally, students should come prepared with all necessary materials and complete all prerequisite work prior to the Class Connect.

Academic Integrity

Academic integrity is a concept used to address the many facets of authenticity within a student's work. A student who upholds a high standard of academic integrity maintains that the work he/she turns in is authentic and true to the knowledge he/she has acquired.

As the technology age has helped grant people quick access to any and all information on the web, academic integrity is becoming more of a standard in educational institutions as they begin to hold students to higher accountability measures. It is important that students taking courses online are equipped to appropriately utilize this technology.

MNVA and its faculty/administration are responsible for ensuring academic integrity is a priority in our school. We strive to ensure that students have the appropriate support and resources to be successful on their own merits. We place a focus on educating students about the importance of academic integrity. Students (and their learning coaches) are responsible for understanding and abiding by the principles of academic integrity and to report violations of such to their teacher immediately.

Academic integrity means:

- Your work on each assignment will be completely your own.
- You will only mark work completed within the OLS that has been completed.
- Your collaboration with another classmate on any assignment will be pre-approved by your teacher.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the internet.

Some examples of academic fraud may include, but are not limited to:

- **Cheating:** Using impermissible materials, information or student aids in an academic activity. Using reference books, calculators, and notes when their use is forbidden constitutes cheating. The use of online resources, such as online foreign language translators, Sparknotes, Yahoo Answers, etc. to obtain answers to course or assessment material is strictly forbidden. These types of resources may be used as a study tool but are strictly forbidden for any other purpose. Likewise, students may not allow others to do any work for them.
- **Plagiarism:** the representation of words or ideas of another and passing it off as your own. Students should not copy words from online or text resources, in part or in whole without using quotation marks citing the reference information. Similarly, changing a few words but maintaining the general sentence/paragraph of another constitutes plagiarism.
- **Aiding others in academic fraud:** assisting another student in cheating or plagiarism is a violation of academic integrity. A person who knowingly helps others commit academic fraud is equally guilty of academic fraud.
- **Misrepresentation of school records:** Falsely representing attendance data, lesson completion and/or mastery or assessment completion and/or mastery is a violation of academic integrity. Learning coaches bear the sole responsibility in maintaining attendance records and lesson completion marks within the OLS and must report accurate and complete attendance data. Likewise, falsely indicating mastery or completion of any course lesson or assessment violates academic integrity.

Consequences for Academic Fraud:

In instances of academic fraud, the discipline procedure is outlined above. When violations are discovered, teachers have the option of requiring work to be redone or not awarding credit for the submitted work. In instances where it cannot be verified that authentic work was completed for a given day or class period, an unexcused absence may result and the coursework may be added back into the OLS plan. Repeat offenses may result in further disciplinary action being taken as outlined in the discipline procedure above.

Conference Calls

Students in grades K-5 are required to participate in a minimum of two scheduled calls with their teacher each month. Participation in a teacher guided Blackboard Collaborate (BbC) session can replace one of the scheduled conference calls. Teachers, at their discretion, may require additional scheduled calls, or may modify the call schedule to address issues including, but not limited to: attendance, academic and curriculum issues, rate of progress, or overall engagement in the program. Families with students on IEPs will also have regularly scheduled calls with the special education case manager. Conference calls will be scheduled at a mutually-agreed upon time, generally falling within normal “school” hours.

Learning coaches are expected to honor the standing conference schedule. The adult will notify teachers of conflicts in advance and make arrangements to reschedule the call. Additionally, they will check phone messages and email daily and respond to teacher contact within 48 hours. Learning coaches are expected to participate in calls as equal team members. Calls should be scheduled at a time when there is a minimum of distraction. Adults should be able to discuss their child’s progress and have any questions ready. As questions or concerns arise between scheduled calls, learning coaches should contact the general or special education teacher for assistance in order to facilitate consistent progress.

Students are expected to participate in calls as requested by the teacher.

Participation in scheduled conference calls is a vital component of our educational model. Consequently, it is imperative that conference calls are attended or arrangements are made to reschedule. Failure to regularly participate in or make appropriate arrangements to reschedule conference calls, preferably in advance, may result in a student receiving lower course marks within their report card, as they may not be able to demonstrate mastery against assigned course standards during that grading period.

Communication

Consistent and cooperative communication provides a vital link between MNVA teachers and families. As a public school, we are mandated to deliver instruction to our students via fully-licensed teachers. In order to do this, parents and teachers must work together as a team by maintaining positive and open lines of communication. Students, too, are an important part of this team, as teachers work directly with students through telecommunication and email resources to provide instruction, listen (to student readings or music, for example), and develop positive relationships. Conference calls provide a personal venue between teachers and learning coaches to discuss each student’s academic progress and success.

Maintaining Regular Contact

MNVA has the responsibility as a public school to ensure that its students are learning. Open and clear communication is key to ensuring students are in good standing and attending school. While our educational model lends itself to a certain degree of flexibility in how and when the educational process is delivered, MNVA teachers and staff need to be able to communicate with all students on a regular basis. MNVA students must notify their assigned teacher(s) in advance if they will be taking vacations, traveling out of the state, or are in any other way unable to communicate with their teacher(s) through normal contact information.

In the event an MNVA teacher is unable to reach a student and/or the responsible parent/guardian for more than 48 hours, the student will no longer be considered in good standing. This includes unsuccessful attempts by the MNVA teacher(s) to interact with the learning coach via conference calls, e-mail, and/or communication delivered to the home address. In such instances, the MNVA student

may be considered absent, and truancy proceedings could ensue, if the absences meet statute guidelines for truancy.

Professionalism

All communications between MNVA administration, MNVA teachers, the learning coaches, students, K¹², and other parties directly related to MNVA must be conducted with appropriate professionalism. Demeaning or foul language, derogatory remarks or innuendos are not acceptable. This includes communications during phone conferences, communications in e-mail, and communications posted on the MNVA website.

Data Privacy

MNVA is responsible for maintaining and securing the privacy and/or confidentiality of student records. Consequences for not maintaining such confidentiality can result in difficulties for the student/family and legal liability. Student records may be reviewed only with the written permission of the parent except under the following circumstances:

- When school officials have legitimate educational interest in the student's records;
- When student records are forwarded to other schools or post-secondary educational institutions to which the student transfers, applies for admission, or enrolls;
- When the student's records are in connection with financial aid for which the student has applied or received;
- When it is used for educational research, with the permission of the superintendent. Researchers may review records and report information which does not identify individual students;
- When federal, state, and/or local authorities are granted information specifically required by law.

KMail (MNVA's internal E-mail system)

Kmail is the primary communication platform for Minnesota Virtual Academy teachers, parents, and administration. The majority of information needing to be communicated to MNVA families will be sent via Kmail. Often, the information is time-sensitive and many items require a specific response. Below are some general guidelines that need to be followed:

- The learning coaches will use the Kmail account assigned to them through MNVA;
- The learning coaches will check their Kmail **daily**;
- The learning coaches will reply promptly to all Kmail received from MNVA or K¹²;
- The learning coaches are required to maintain their Internet connection.

MNVA Website

The MNVA website is an excellent resource for MNVA families. The website is an easy way for parents, students, teachers, and staff to communicate and share information effectively. The website also provides an opportunity for MNVA families to network outside of sponsored MNVA events. The following is a list of features included on the website:

- The school calendar
- School-wide newsletters
- Event cancellation notices
- Tips for education in family-specific situations (schooling multiple children, schooling children of different grade levels, etc.)

- Technical help and advice
- Information for each MNVA teacher (link to their Moodle Room)

Security

MNVA seeks to provide a secure environment in every possible way. Posts should never include personally identifying information concerning students or responsible parent/guardians.

Testing

Testing has been determined to be a vital component in assessing the academic progress of our students. Students enrolled full-time with the academy are required to participate in all state standardized testing. Failure to do so places the entire MNVA program at risk and the absence of only a few families removes the virtual academy from good standing with the state, which brings significant repercussions. **All MNVA students enrolled in a full-time program in the grade levels of 3 - 5 are required to participate in the Minnesota Comprehension Assessment (MCA) test. Failure to participate in the MCA test without an excused absence will result in an unexcused absence that will count toward truancy or ongoing attendance concerns.** The data collected from this standardized assessment is used in a number of ways by the parent and teacher and in evaluation of the effectiveness of our program. All individual results are provided to the responsible parent/guardian of each student. This data is also used for facilitating the potential and directing the success of MNVA students. The MCA test dates are scheduled months in advance. It is required that the responsible parent/guardian ensure that their 3 – 5 grade student(s) attend the MCA testing.

All MNVA students enrolled in a full-time program in grades 3-5 are required to attend and participate in the Scantron Performance Series assessments administered in the fall, winter and spring of each school year. These assessments provide key academic information regarding each student and are used to determine appropriateness of course placement, and assist MNVA teachers in developing an individualized academic plan for each student.

Additionally, MNVA utilizes Study Island lessons and assessments which are administered weekly and are “checkpoints” of mastery on key course skills and objectives. All students are encouraged to participate in these assessments. However, students identified as having academic concerns by their MNVA teacher will be required to participate in these weekly assessments. The combination of these assessments in conjunction with their instructional sessions have proven to be critical components in addressing academic concerns and in raising student mastery of course content. Therefore, students identified as having such concerns through our MNVA assessment tools will be required to participate in these weekly assessment and instructional sessions.

MNVA Sponsored Events

Events provide an important means to building community, opportunities to explore the tremendous range of learning and social offerings throughout the state, and the chance for families and students to make new friends. Face-to-face contact with the family’s teacher serves to further develop a positive student-teacher relationship. MNVA sponsored events are an extension of the classroom/academic experience. All school policies and procedures are still in effect.

Community Building Events

MNVA will sponsor Community Building Events and other educational events for students and families on a regular basis. These events will focus on enhancing the MNVA curriculum and/or building and connecting the MNVA community. Parents/guardians are responsible for any costs incurred while attending an MNVA-sponsored event. This includes, but is not limited to transportation, entrance fees,

and meals. Credit for field trips is not offered in lieu of the regular curriculum. Unwanted behavior deemed cause for discipline in a typical school may be cause for exclusion from MNVA activities and/or withdrawal from MNVA. Families are strongly encouraged to attend at least one MNVA Community Building Event a month of their choosing.

Note: Partial mileage and fee reimbursement may be available to your family if certain income guidelines are met. Please visit the MNVA website or call the MNVA office for additional information about the Educational Benefits program.

When an enrolled student will be attending an MNVA outing and will be entrusted to the care of the organizing MNVA teacher, emergency contact information must be provided by the learning coach. In addition, the completed Signature Form, a signed Event Permission Form, and the Emergency Contact Form contained within this handbook must be on file with the school before a student may attend an MNVA outing.

Health

For the benefit and safety of all participants, a student should be in good health prior to participating in events sponsored by MNVA. The accompanying parent/guardian is responsible for the security and administration of essential medication. MNVA teachers and staff are *not* allowed to administer medication to students or participants.

Latex Balloons

Latex balloons are prohibited from all MNVA sponsored events. This restriction is due to allergies. Even the small amounts of latex released into the air when balloons are inflated and/or popped can cause serious problems for some individuals with allergies to latex. This restriction does not apply to Mylar balloons.

Other Allergies

Students with known allergies (food or drug) must report these on the Outing Permission Form under medical conditions in order to attend any MNVA sponsored event. While we are aware of several common allergies (such as peanut and chocolate), it is necessary for us to be aware of all potential risks for MNVA students. In order to ensure the safety of all of our students, it is imperative for the MNVA staff to be aware of all allergies. If a sibling or parent will be attending an MNVA sponsored event and has a known allergy, please inform your MNVA homeroom teacher, so that we can ensure the health and safety of all participants.

Face-to Face-Sessions

On occasion, MNVA teachers may require students to meet face-to-face with their general education teacher. When required by an MNVA teacher, attendance at a face-to-face session is mandatory. Your assigned teacher will advise you, on a regular basis, whether a face-to-face session would be in the best interest of your child. If requested, this meeting can take several forms—students can attend a pre-designated outing led by their teacher, which meets the school guidelines for face-to-face contact or through other arrangements offered by their teacher. MNVA teachers will determine the location and times for face-to-face opportunities, providing ample notification for planning purposes.

General Information

The learning coaches are required to notify their teacher of any changes to address, phone number, or other pertinent information. MNVA teachers will notify the office of any communicated changes in order to update the student's records.

Students Out of State/Country

Students moving out of state or country, either temporarily or permanently, will need to formally withdraw from MNVA. In the event that students are moving to a state with another K12 Virtual Academy, the family may 'transfer' from Minnesota Virtual Academy into the new Virtual Academy, pending the specific enrollment policy of the school; however, MNVA assets must be recovered. Students who will be located out of the state during the normal school year, for any reason, must contact their MNVA teacher. Also, if students are outside of the state of Minnesota for extended periods, they may be required to withdraw from MNVA, as MNVA can only serve students who are physically resident and living within the boundaries of Minnesota.

Objectionable Materials Policy/Procedure

MNVA's lessons are designed to provide a broad base of knowledge for a well-rounded student. If the learning coach has objections to certain lessons, books, or materials, they should contact their child's teacher. The MNVA teacher will work with the adult to find alternative lessons, books, materials, or teaching strategies to meet the lesson objectives, if possible. The assessment for the lesson(s) must be completed to show that the objectives have been met.

Distribution of Non-school Sponsored Materials at School Events

Any student or employee wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended for distribution.
3. Location where material will be distributed.
4. If intended for students, the grade(s) of students to whom the distribution is intended.

Within one school day, the principal will review the request and render a decision. For additional information, refer to board policy 505.

Mid-Year Course Promotion Policy

Academic achievement through content mastery is the cornerstone of Minnesota Virtual Academy. Therefore, students are expected to complete 100% of the required lessons to receive a promotion into subsequent courses. In addition, the Online School offers optional lessons, which a student may complete at his/her own discretion. These optional lessons do not count towards progress or completion goals. Mid-year promotions are not automatic, and they will only be granted if approved by the MNVA teacher. Due to course limitations, mid-year promotions will only be available for math and language arts courses.

Report Cards

For student records purposes, a report card will be issued to parents at the conclusion of each quarter. Report cards will provide an assessment of the student's growth and mastery based on the information provided through a variety of tools, including but not limited to the Online School, monthly assignments, conference calls, any required face-to-face meetings, and formal school-wide assessments.

Learning Tools

Innovative learning tools may be utilized by MNVA staff to further enhance the educational experience of students. Tools such as Elluminate and Remote Access may be utilized between student, parent,

MNVA teacher(s), and/or MNVA administration. These tools allow live-time, synchronous interaction between MNVA staff and students/family members. Parents/Guardians are expected to facilitate the addition of such tools to their child(ren)'s learning environment.

In cases where the technology cannot be fully utilized or relied upon and the delivery of instruction is impeded, students may be referred to another educational option.

Tuition Reimbursement Policy

If a student that is enrolled with the MNVA chooses to participate in extracurricular or non coursework programs outside of MNVA, MNVA will not agree to a tuition agreement or provide tuition reimbursement for such programs. Any and all costs associated with such activities and/or programs falls solely on the parent/guardian.

Educational Benefit Program: Free and Reduced Meals (FARM) Family Benefit

Why should I complete and submit the FARM application?

There are many benefits to filling out this form, even for families enrolled in virtual schools.

- Assistance with computer hardware needs.
- Each qualifying family receives a 50% discount on outing fees.
- Qualifying families also receive a \$0.15/mile reimbursement for school-related travel to outings, face-to-face attendance, and required testing.
- In addition, each qualifying student also brings in greater state and federal funding for technology resources.
- Information regarding family income is kept **strictly confidential** and is only used for the purposes of state reporting.
- The application is available from the school's website or any of the school's offices or you may contact the MNVA office at 866-215-2292 opt. 3 for assistance in obtaining the necessary forms.

Grievance Policy and Procedure

The Minnesota Virtual Academy is interested in achieving and fostering student/family satisfaction. The following procedure was developed to ensure that student/family grievances are addressed fairly by the appropriate persons in a timely manner. MNVA prohibits discrimination against its students/families on the basis of disability, race, creed, color, gender, national origin, religion, or ancestry. The time frame for all appeals by students/parents in the process is ten school days unless otherwise determined by state or federal law.

Student/Parent Grievance Procedures

The student and parent(s), custodian(s) or legal guardian(s), will address the student's teacher in writing with any concerns or grievances. Such person shall respond within ten (10) school days.

If the concern or grievance is not resolved by the teacher, the student, and parent(s), custodian(s), or legal guardian(s) may, within ten (10) school days, request in writing a meeting (via phone or in person) with the principal. He/she shall investigate and respond within ten (10) school days.

If the concern or grievance is not resolved by the principal, a meeting may be requested with the superintendent of Houston Public Schools. The superintendent shall investigate and respond within ten (10) school days.

If the concern or grievance is not resolved by the superintendent, a meeting may be requested with the Houston Public Schools Board of Directors. The decision of the board will be rendered by a vote of simple majority. The decision is final.

You may have filled out the following two forms upon your enrollment. However, these forms must be on file with the office, so we have attached copies here for reference as well. If you have not yet filled out these forms please do so immediately and send them to the MNVA office.

We thank you for your hard work and dedication to your child(ren)'s education and to the MNVA program. Your continued commitment is essential to promoting MNVA as a school of excellence within the state of Minnesota.



MNVA

Minnesota
Virtual Academy

HOUSTON PUBLIC SCHOOLS

MNVA Event Permission Form: School Year 2015-16

The following student has my permission to attend Minnesota Virtual Academy-sponsored outings and events for the 2015-2016 school year:

Student Name: _____

When warranted, I entrust my child to the care of the MNVA teacher(s) sponsoring the event. Whenever my child is left in the care of an MNVA staff member, I agree to leave emergency contact information at the time of each outing.

Illness, Injury & Insurance:

In case a student is ill or injured at a site or activity, MNVA staff shall have the authority to take appropriate action to provide immediate medical care and/or ambulance service. Every reasonable effort will be made to contact the parents to obtain their approval prior to a decision to transport a student to a doctor's office or hospital emergency room. However, unless the parent is able to come to the site immediately to attend to the child personally, MNVA staff shall have the authority to decide on a course of action and notify the parents as soon as possible.

Financial responsibility for hospital and medical care and/or ambulance service shall be assumed by the parents. Parents will be asked to provide MNVA staff with a telephone number to be used in case of an emergency. This should be the number of a close relative or the number of the parent's place of employment. The name of the family physician and choice of hospital should also be recorded.

Medical Conditions:

Does your child have any special medical conditions: drug or food allergies, diabetes, etc.? If yes, please explain the special medical conditions.

No: _____ Yes: _____ Explain: _____

Emergency Contacts:

Name _____ Relationship _____ Number _____

Name _____ Relationship _____ Number _____

Signature of Parent/Guardian: _____

Date _____

Please print this document and mail or fax to MNVA office:

306 West Elm Street, Houston, Minnesota 55943

fax number: 507-896-3603 or 800-451-6036



Online Learning Expectations and Statement of Assurance

The Minnesota Virtual Academy (MNVA) provides students an opportunity to participate in online learning on a full-time basis. Because online learning represents a non-traditional learning experience, there are certain expectations for students enrolling in these courses. This contract is intended to present to students and parents the standards expected for enrollment in the MNVA program.

As a student registering for the MNVA program, I am aware that I am expected to comply with the following standards as well as all policies and procedures set forth in the Student Handbook:

1. The Internet will be appropriately used as outlined in the course materials. Inappropriate use of the Internet will not be tolerated and may result in the loss of the right to participate in the MNVA program.
2. Appropriate language and message content is expected at all times. Teachers may retrieve and print student work, comments, and messages at any time.
3. Students are expected to adhere to the following procedures:
 - a. Students must communicate with their online teacher(s) on a regular and consistent basis in all of their classes. Students are expected to communicate with their teacher(s) on a weekly basis.
 - b. Students in grades K-5 must log in to all of their online courses on a regular and consistent basis. Students are expected to work in their classes **a minimum** of five times per week for an average of 6 hours of coursework per day. Part-time kindergarten students should average 2½ hours of coursework per day.
 - c. Students are expected to make regular and continual progress within their coursework.
 - d. Students must use course materials in an authorized and appropriate manner.
 - e. Students will be expected to follow all other rules specified by their online teacher(s) and outlined in the Student Handbook.

Students who fail to comply with the above conditions are subject to:

First Offense: The student will receive an email warning from either his/her online teacher or the MNVA administration. A copy of the email will be sent to the student's parent/guardian.

Second Offense: A conference will be held with the student, the student's parent/guardian, and the administrative staff of MNVA regarding the student's continuation with the MNVA program.

Severe Misconduct: The student may be removed from the program without regard to the number of offenses. MNVA administration alone will make the determination in regard to misconduct.

I have completed the open-enrollment requirements to participate in this online learning program.

I have reviewed the online learning program and the policies in the Student Handbook and understand the expectations of online learning enrollment. I also understand that until this **Statement of Assurance form** and the **Student Application** are received by the Minnesota Virtual Academy, the enrollment application cannot be accepted and finalized.

Student Name:

Student _____ Date: _____
Signature: _____

Parent _____ Date: _____
Signature: _____

Please sign and return to: MNVA, 306 West Elm Street, Houston, MN 55943