



Davis Center  
1250 W Broadway Ave Minneapolis, MN 55411  
Phone: 612-668-0254 Fax: 612-668-4137  
<http://online.mpls.k12.mn.us>

# 2016-2017 Student Handbook



MINNEAPOLIS  
PUBLIC SCHOOLS  
Urban Education. Global Citizens.

1250 W Broadway Ave  
Minneapolis MN 55411  
Tel: 612.668.0000  
[www.mpls.k12.mn.us](http://www.mpls.k12.mn.us)



## Student Handbook

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## **Introduction**

Welcome to Minneapolis Public Schools (MPS) Online Learning program. We are a state approved online learning provider, serving Minnesota students in grades 9-12. MPS Online provides a comprehensive library of curriculum using a blended learning model.

Any student that feels they could benefit from a more flexible learning environment can choose to enroll either as a full-time or part-time student. Online learning provides a unique opportunity for students that are self-motivated and successful at managing their time.

## **Mission**

It is our mission to ensure that our students are prepared to succeed in an increasingly complex, information-rich society. MPS Online uses current and emerging technologies to support the development of advanced knowledge and skills, as well as the ability to apply them to complex circumstances. MPS Online allows for the personalization of learning that can assist each student in meeting his or her individual goals and potential, while meeting the state and district requirements for a high school diploma.

## **Contact Information**

MPS Online

Phone: 612-668-0254

Fax: 612-668-4137

Address: 1250 W Broadway Ave, Minneapolis, MN 55411

<http://online.mpls.k12.mn.us/>

## **Staff**

MPS Online instructors are licensed through the Minnesota Department of Education. They are available during the traditional school day and by appointment. The [staff directory](#) is accessible on the MPS Online website.

A Guidance Counselor is available to assist students with appropriate class selection and provide academic counseling to assist students with post-secondary planning and career exploration.

An Associate Educator is available to support students with academic goals, track attendance and provide interventions when appropriate to encourage student academic success.

## **Course Delivery**

MPS Online classes are available through online access on the [MPS Online website](#). Students may begin accessing classes once they have completed the registration process and have successfully completed the Online Orientation Course.

## **Online Resources**

A variety of free online resources are available to support students taking classes in an online environment. The MPLS School District has put together a list of resources that are valuable for all students. This list can be accessed at [http://www.mpls.k12.mn.us/student\\_resources\\_2](http://www.mpls.k12.mn.us/student_resources_2).

## **General Information**

## **Student Enrollment**

To be considered for enrollment the student must meet the following criteria:

1. Must hold residency in Minnesota; and
2. Student in grades 9-12 or students who have necessary prerequisites to the age of 21; and
3. Must supply transcripts and academic records if registering from outside the Minneapolis School District.

Acceptance into MPS online is contingent upon the completion of all registration paperwork and receipt of all required documentation.

Registration paperwork includes:

1. Online Application
2. Registration Forms
  - Comprehensive (full-time) Enrollment
  - Supplemental (part-time) Enrollment
3. Attendance Agreement

Link: [http://policy.mpls.k12.mn.us/uploads/5100\\_a\\_regulation.pdf](http://policy.mpls.k12.mn.us/uploads/5100_a_regulation.pdf)

## **Required Documents are:**

**Transcript and/or Academic Record**

**Credit Inventory (MPS Students only)**

**Standardized Test Scores**

**Special Education/504 Records**

**Proof of Residency (non-MPS Students)**

Once required paperwork has been received, students are required to complete an Online Orientation Course. The orientation course is offered onsite at the MPS Online Lab, 1250 W Broadway Ave, Minneapolis, MN 55411. Various dates are offered to meet student schedules and are listed on the MPS Online calendar.

Note: As a result of the U.S. Supreme Court Ruling, school personnel may not deny admission to a student during initial enrollment or at any other time on basis of undocumented status; or require parents or student to disclose their immigration status or social security numbers, which may expose undocumented status (458 U.S. 1131 {1982})

## **Academic Calendar**

MPS Online follows the Minneapolis School District [calendar](#).

## **Deadlines for enrollment**

Fixed enrollment program:

MPS Online Learning is a fixed enrollment program. Courses are offered to students with specific start and end dates. Students can register and enroll in our program during designated enrollment

dates for each quarter. We have found that students taking online courses are most successful when given specific start and end dates.

### **Attendance**

The purpose of this regulation is to establish the rules and procedures for attendance of students. The purpose is also to assure that the attendance policy is implemented in the spirit in which it was intended. To that end the district will:

A. Communicate the policy and procedures to staff, students and families.

B. Conduct periodic audits of the practices throughout the district to assure consistency and equity, and to identify needs for staff development.

*MPS Online Learning expects students to log in to their courses each day and maintain adequate progress for each of their registered classes. If a student is absent or unable to login, they should contact their teacher(s) to let them know they will be offline.*

### **Please click the link to see Attendance Policy**

[http://policy.mpls.k12.mn.us/uploads/5100\\_a\\_regulation.pdf](http://policy.mpls.k12.mn.us/uploads/5100_a_regulation.pdf)

### **Course Grading**

Students enrolling in courses through MPS Online will receive a letter grade for each course taken. MPS Online uses a traditional grading system and all courses are taken for credit. Students are not able to take classes as a Pass/Fail or Credit/No-Credit. All grades recorded at the end of a grading period are final and are part of a student's permanent record/transcripts. Any request to review a grade must be made in writing and submitted to both the teacher and Online Learning Coordinator.

Students wishing to retake a class for credit make-up should register through [the MPLS 9-12 ALC Learning Recovery Program](#). Information for registration can be obtained through the student's guidance counselor.

### **Course Extensions**

Students are expected to complete coursework within the quarter they are registered. Extensions may only be granted with approval of the course instructor **and** the MPS Online Coordinator. Requests for extensions must be received in writing from the student and parent for any student under the age of 18; this must be received by the course instructor prior to the last week of the course. A maximum extension of 2 weeks will be given if approved.

### **Dropping Courses**

Students under the age of 18 wanting to drop a course must have a parent or legal guardian submit a written request to the MPS Online Coordinator, Counselor, and teacher within the first 2 weeks of enrollment in the course. **After the first 2 weeks it will be considered a failing grade if the student drops the course.** A course drop is not official until it has been approved in writing by the MPS Online Learning Coordinator. The written request must include the following:

1. Student Name
2. Parent's Name (if student is under 18)
3. Contact Information
4. Reason for the request
5. Course(s) the student wishes to drop

**Click the link to see the Dropping from Enrollment Policy**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5182.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5182.pdf)

**Graduation Requirements**

Students who are enrolled in MPS Online and are progressing towards a MPS High School Diploma will need to earn 21.5 yearlong credits for graduation. For **students graduation before 2019** students need to earn the following number of credits in each area:

**Language Arts**– 4 year long credits

**Social Studies** – 4 year long credits Including- U.S. History, World History, Geography, Government/Citizenship, and .5 yearlong in Economics

**Science** – 3 year long credits including

**Math** – 3 year long credits including Algebra 2 and either Geometry or Statistics

**Fine Arts** – 1 year long credit

**Health** – 1 year long credit

**Physical Education** – 1 year long credit

**Elective** – 4.5 year long credits  
Biology and either Chemistry or Physics

**Graduation Requirements for students graduating 2019 and thereafter**

**3.5 year long credits in Social Studies** including- U.S. History, Human Geography, World History, Government-4 and Citizenship and Economics

**3 year long credits in Mathematics** including- 1 year long credit in Geometry, 1 yearlong credit in either Algebra 2 or Statistics and Probability

**3 year long credits in Science including**- 1 year long credit in Biology and 1 yearlong credit in either Chemistry or Physics.

**1 year long** credit in Fine Arts

**.5 year long** credit in Physical Education

**.5 year long** credit in Health

**6 year long** credits in Electives

**4 year long credits in Language Arts**

It is important to note that students do not lose credits when transferring from different schools, though credit conversions and graduation requirements differ between school districts. Students within the MPS district will continue to work towards the district total of 21.5 yearlong credits. Students enrolled in MPS Online and working towards a different districts graduation requirement should work closely with their home school district when determining which courses to take.

## **Dual Enrollment**

For students that are Non-District Dual Enrolled at another location will need to fill out this form and submit it to Online Learning via mail at 1250 W Broadway Ave Minneapolis MN, 55411 or emailed to:

[amanda.andrews@mpls.k12.mn.us](mailto:amanda.andrews@mpls.k12.mn.us)

Home School and Nonpublic School families will be charged a \$195 Per Quarter Credit Tuition Fee to attend Online Learning Program

District Policy for Tuition for School Day Programs:

[http://online.mpls.k12.mn.us/uploads/tuition for school day program policy 5290.pdf](http://online.mpls.k12.mn.us/uploads/tuition%20for%20school%20day%20program%20policy%205290.pdf)

## **State Mandated Testing**

Student enrolled, as full-time MPLS students through MPS Online will take state mandated tests at the MPS Online lab at the Wilder Complex. Students identified for testing will be notified of dates and times specific to the necessary testing they must complete to meet graduation requirements.

Students enrolled part-time will test with their home school and should contact them regarding their individual testing schedules.

## **Post-Secondary Educational Options**

PSEO is available for 11th and 12th grade students. Students who meet the requirements are eligible to take regular college classes at no cost at participating four-year colleges, technical colleges and universities. Students who are interested in this option should contact the MPS Online Guidance Counselor for further information.

## **Transfer Credits**

Students from outside the Minneapolis School District who wish to receive a Minneapolis Diploma will need to follow the appropriate steps for Open Enrollment. This is done through student placement (612.668.1840) to ensure proper registration and transfer of credits from their previous school district.

## **Transcript Requests**

Official Transcripts are retained by the Minneapolis School District. Students who need a copy of an official transcript should call the Student Transcript office at 612-668-0029.

Unofficial transcripts are available by calling the MPS Online office at 612-668-0254.

## **Withdrawal Policy**

Students who are at least 17 years of age and wish to formally withdraw from school (drop-out) should contact their school of enrollment to discuss educational options and complete appropriate paperwork.

Students transferring to another school or district should contact that school/district specifically to complete the enrollment process. Only after MPS Online receives a request for records and verification of change in a student's enrollment will the student be completely withdrawn from all courses.

### **Student Records**

The records that the School District maintains in its files that identify you or discuss your needs as a student or accomplishments as a student are private data under the Minnesota Government Data Practices Act (Minn. Stat. § 13.32 and the Family Educational Rights and Privacy Act (20 U.S.C. §1232g 34 C.F.R. part 99)).

Certain kinds of information have been categorized by the School District as directory information. Directory information, even though it identifies you, can be released to the public. If you or your parents do not want information about you which falls into the category of directory information to be made public, your parents should notify the MPS Online Coordinator.

MPS cooperates with other governmental agencies to provide information about you that it would otherwise not reveal in the public. In addition, if an emergency occurs and knowledge of the information is necessary to protect your health and safety or that of other individuals, the school can release information about you to appropriate parties, such as: a hospital, police department or EMT.

In the event that you transfer to or apply for admission in another school, including schools which you might attend after high school, the School District will transfer your records to that school if it receives a request to do so.

The School District will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers unless your parents notify the MPS Online Coordinator that he or she should not release that information.

### **FERPA Notice**

#### **Special School District No. 1, Minneapolis Public Schools Notification of Rights: Procedures on the Disclosure of Student Information and Records**

The Minnesota Government Data Practices Act and the federal Family Education Rights and Privacy Act (FERPA) give parents or guardians and students who are 18 years of age or older certain rights with respect to student's' education records. This notice summarizes important information regarding these rights.1. **Student records can be released without your consent to District officials with legitimate educational interests.** Legitimate educational interest means that the official needs to review the record in order to fulfill his or her professional responsibility. District officials include, for example, District employees such as teachers, aides, office staff, and medical staff and may also include a volunteer or contractor outside of the school who performs a function for which District would otherwise use its own employees and who are under the control of the District with respect to student records.

2. Certain information is classified as **Directory information**. Directory information can be released without your consent. You do have the right to notify the school principal in writing that you do not want the information defined below to be released. In MPS, directory information and who can access it are defined as follows. a. The following information can be released to any member of the public.

I. Name, height and weight of individual members of athletic teams; ii. Name of recipient and name of award or scholarship received, and iii. Names of participants in officially recognized school activities.

b. In addition to the information available to the general public, the following information can be released to any properly identified member of a governmental agency. i. Name ii. Home Address (es) iii. Telephone Number(s) iv. School of Enrollment v. Photograph, audio or video image vi. Date of Birth vii. Dates of enrollment in MPS Schools viii. Grade Level

**Notify the school principal if you do not want the District to release this information as described.**

3. In the event a student transfers or applies to another school, including any school that the student might attend after high school, the District will transfer student records to that school if requested. The District will transfer all records including any formal suspension, expulsion, and exclusion disciplinary action. 4. The District will release the names, addresses, and home telephone numbers of high school students to military recruiting officers unless you notify the school principal that he or she should not release that information. 5. The District will release the names, addresses, and home telephone numbers of high school students to colleges unless your parents notify the school principal that he or she should not release that information. 6. The District will bill your health care provider for health care services required in an IEP. (Individual Education Program) 7. You may inspect or review school records within 10 school days after your principal receives the written request. 8. If you believe that a school record is not accurate or complete, you may notify your principal in writing about what you believe is inaccurate or incomplete and what you would like done to correct the information. If your principal decides not to change the record, the principal will notify you about additional steps you can take. 9. You may authorize school officials to release your private education records by signing a written authorization specifying the information you'd like released and the person you would like to receive the information. 10. You may file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Special Education**

### **Special Education Records Notice**

If your child receives special education services, or has been assessed for the purposes of determining whether or not your child requires special education services, the District will collect, maintain or use information regarding your child to provide or determine educational services for your child. Copies of your child's special education records kept in a written format, including IEP/IIIP/ISPs, evaluations, progress reports and other documents related to the provision of special

education and related services to your child will be retained by the district only until your child turns age twenty-five (25). Any special education records kept in an electronic format will be retained by the district until your child turns age thirty (30). These written and electronic records are no longer needed by the district after those points. These documents may be destroyed by the district after your child turns aged 25 (for written records) or age 30 (for electronic records) without further notice to you or your child. The District will maintain a permanent record of your student's name, address, phone number, grades earned, attendance, classes attended, grade level completed and year completed.

**Please click link for Special Education Policy**

[http://policy.mpls.k12.mn.us/uploads/5700\\_2011.pdf](http://policy.mpls.k12.mn.us/uploads/5700_2011.pdf)

**504 Accommodation Plans**

The purpose of these regulations is to establish the procedures for implementation of Section 504 services, accommodations and programs for qualified individuals.

**Please click link for 504 Compliance Policy**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5750\\_2.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5750_2.pdf)

**Nondiscrimination Policy**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the Minneapolis Public Schools District.

**Please click link to see Equal Education Opportunity**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5000.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5000.pdf)

**Bullying and Hazing Policy**

The purpose of this policy is to maintain a safe and supportive learning environment for students and staff that is free from bullying or hazing. The District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students or hazing, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the District's schools and the rights and welfare of its students and is within the control of the District in its normal operations, it is the District's intent to prevent bullying and/or hazing. It is also the District's intent to take action to investigate, respond to, remediate, and impose discipline for those acts of bullying and hazing which have not been successfully prevented.

**Please click the link to see Bullying and Hazing Prohibition Policy**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5201.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5201.pdf)

**Behavior Standards and Code of Conduct Policy**

Minneapolis Public Schools recognizes that appropriate school behavior is critical to academic success and sustaining a rich and effective learning community. It is the intention of this policy to establish that student instruction time lost due to removal from classes due to misbehavior must be minimized.

**Please click the link to see Behavior Standards and Code of Conduct**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5200\\_2014.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5200_2014.pdf)

### **Weapons Free Schools Policy**

The purpose of this policy is to establish the commitment of the Minneapolis Public Schools to provide school environments that are safe for students, staff and the public. Establishing a weapons free school zone is one element of creating that safe environment.

**Please click the link to see the Weapons Free Schools Policy**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5221.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5221.pdf)

### **Search and Seizure Policy**

School officials may search students for items that may be harmful to themselves or to others and to detect items that are prohibited from being on school grounds or other places under supervision of school personnel, i.e. busses, field trips. Consent of the student is not required prior to the search. Except for lockers and desks, all searches will be based upon reasonable suspicion.

**Please click the link to see the Search and Seizure Policy**

<http://policy.mpls.k12.mn.us/uploads/5680.pdf>

### **Drug-Free Schools Policy**

Minneapolis Public Schools recognizes that chemical use and abuse constitute a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. The Board of Directors believes that Minneapolis Public Schools has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention and to maintain a safe and healthful environment for students by prohibiting the use of alcohol, toxic substances and controlled substances without a health care provider's prescription.

**Please click the link to see the Drug-Free Schools Policy**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5631.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5631.pdf)

### **Student Personal Electronic Devices Policy**

The primary purpose of the district is to educate students. Education is to prepare them for post-secondary pursuits such as college or careers, and life as an adult. Increasingly success both in college and in careers depends on appropriate use of available technology. Increasingly students have access to existing and emerging technologies through personal electronic devices. Appropriate guided use of these devices may enhance the educational experience. Age-appropriate private use of these devices that does not interfere with the educational process should be permissible. The purpose of this policy is to establish the parameters for the possession and use of personal electronic devices that are capable of transmitting or receiving data or images. The District continues to have high expectations for student behavior in the use of such devices permitted under this policy. Personal electronic devices can be a powerful educational tool, but possession and use of personally owned devices at school is a privilege, not a right.

**Please click the link to see the Student Personal Electronic Devices Policy**

[http://policy.mpls.k12.mn.us/uploads/policy\\_5210.pdf](http://policy.mpls.k12.mn.us/uploads/policy_5210.pdf)

**Open Lab**

MPS Online has an open lab for student use at its office located in the Davis Center (1250 W Broadway Ave). Lab hours are from 8am – 4pm, Monday through Thursday and 8am – 3:00pm on Friday. Students are free to come and go on their own but are expected to sign in and out.

**Communication**

Communication is an essential component of a student’s success in an online learning program. MPS Online encourages active communication between students, parents, and teachers. The following is a list of communication tools MPS Online uses as a means to communicate with students, parents, and the community.

[MPS Online Website](#)

[Facebook](#)

[MyMPS](#)

[Odysseyware](#)

Students and parents can call MPS Online directly at 612-668-0254 to have questions answered.

**Conferences**

Teacher conferences are scheduled each semester. Dates and times are listed on the [MPS Online Calendar](#).

**Visitors**

With the exception of parents and guardians, Online Learning has a no-visitors policy during open lab hours. This includes siblings, relatives and friends. The only exception to this policy is for prospective students and families who wish to visit our program. Visits must be arranged in advance by calling

**612-668-0254.**

**Parking**

Student and visitor parking is on the city streets or in the North parking lot of the building. Cars may be ticketed and/or towed if they are parked within five feet of a driveway or if they are parked in a permit parking area. Please observe parking regulations at all times. This includes snow emergencies and city- posted parking restrictions. Students are welcome to walk or ride their bikes to and from school; bike racks are available on the North side of the building in the courtyard.

**Technology**

Below is a suggested list of requirements for optimal performance in an online learning course:

Hardware minimum requirements:

**Macintosh**

Intel Processor

80 GB Hard drive

1 GB Memory

Sound capabilities

**Windows PC**

80GB hard drive

2GB Memory (Required for Windows 7)

100Mb Ethernet card

Sound capabilities

For Moodle the recommended minimum browsers are:

Firefox 4

Internet Explorer 8 (IE 10 required for drag and drop of files from outside the browser into Moodle)

Safari 5,

Google Chrome 11

Browser settings are a critical part of the online learning experience. Basic preferences for all browsers are:

Allow Pop-Up Windows. (If you choose to block you must allow most websites that you will use, especially Moodle, E2020 and APEX Learning.)

Enable java script

Enable cookies to be set

Set images to load automatically

General software requirements are for the most current version of:

Adobe Acrobat Reader

Adobe Flash Player

QuickTime Player

Shockwave Player

Java

The ability to take digital pictures of student work is also extremely helpful.

It is important to note that some devices may not support all aspects of specific courses.

Specifically, iPads, Chromebooks and Tablets may work for some activities in a course, but some activities may need the support and software offered with a full operating system.