Student Attendance Policy and Expectations
Adopted: March 2005
Modified: February 2010, June 2013
Last review: December 2016, March 2022

1. **Purpose**

   The purpose of this policy is to define attendance at Minnesota Online High School (MNOHS).

2. **Policy**

   Attendance is defined as continuous active engagement with the learning process and making continuous progress in each course in which a student is enrolled. Students must meet all the following expectations in order to be considered attending.

   1) Each student is to login to the MNOHS learning management system five days each MNOHS week as listed in the MNOHS calendar.

   2) Each student is expected to make regular and continuous progress in each course. To demonstrate continuous progress, each student is expected to:
      - Spend, on average, a minimum of 5 to 8 hours of well-focused time each week in each course and/or consistently submit assignments that show effort and are of the student’s own creation. (Work that is submitted but violates the MNOHS Academic Honesty Policy will not be counted towards attendance.)
      - Engage in other required learning activities.
      - Read teacher feedback and follow through on required revisions.

   3) Each student is expected to maintain regular and responsive communication with teachers and counselors. This includes:
      - Responding to e-mail and text messages and/or returning calls from MNOHS faculty and staff.
      - Updating MNOHS office staff when addresses and phone numbers change.
      - Reporting absences when students are unable to log in due to illness, personal emergencies, or planned absences. For students under the age of 18, a parent or a guardian must send an email to attendance@mail.mnohs.org. A signed explanation from a practitioner may be required to verify the absence. Students-18 and older must e-mail a note to attendance@mail.mnohs.org and, if required, provide a signed explanation from a practitioner to verify the absence.