

Student Attendance Policy and Expectations

Adopted: March 2005

Modified: February 2010, June 2013

Last review: December 2016

1 Purpose

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

3 Policy

4 Attendance is defined as continuous active engagement with the learning process and making continuous
5 progress in each course in which a student is enrolled. Failure to meet any of the following expectations
6 means the student is not actively engaged, not making continuous progress and therefore will not be
7 considered attending.

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

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11 2) Each student is expected to make regular and continuous progress in each course. Continuous
12 progress means that a student is progressing in a course at a rate that keeps a student on track for
13 passing. For a student to make continuous progress, each student must:

- 14 • Plan to spend, on average, a minimum of 5 to 8 hours of well-focused time each week in
15 each course and/or consistently submit assignments that show effort and are of the
16 student's own creation and earn points. (Work that is submitted but violates the MNOHS
17 Academic Honesty Policy will not earn points and therefore not be counted towards
18 attendance.)
- 19 • Engage in other required learning activities that earn points
- 20 • Revise work as recommended or required by the teacher.

21
22 3) Maintain regular and responsive communication with teachers and counselors. This includes:

- 23 • Responding to e-mail and text messages and/or returning calls from MNOHS faculty and
24 staff.
- 25 • Updating MNOHS office staff when addresses and phone numbers change.

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27 For students under the age of 18, a parent or a guardian must send an email to
28 attendance@mail.mnohs.org when students are unable to login due to illness or other personal
29 emergencies. A signed explanation from a practitioner may be required to verify the absence.

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31 Students that are over 18 must e-mail a note to attendance@mail.mnohs.org and, if required,
32 provide a signed explanation from a practitioner to verify the absence.