

Student Attendance Policy and Expectations

Adopted: March 2005

Modified: September 2022

Last review: September 2024

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. Students must meet all of the following
6 expectations in order to be considered attending.

- 7 1) Each student is expected to login to the MNOHS learning management system five days out of
8 each seven-day MNOHS course week as listed in the MNOHS calendar. A student may log in on
9 Saturday and/or Sunday if this works best for their schedule.
- 10
- 11 2) Each student is expected to make regular and continuous progress in each course. To demonstrate
12 continuous progress, each student is expected to:
- 13 a) Spend, on average, a minimum of 5 to 8 hours of well-focused time each week in each
14 course.
- 15 b) Consistently submit assignments that show effort and are of the student's own creation.
16 (Work that is submitted but violates the MNOHS Academic Honesty Policy will not be
17 counted towards attendance.)
- 18 c) Engage in other required learning activities.
- 19 d) Read teacher feedback and follow through on required revisions.
- 20
- 21 3) Each student is expected to maintain regular and responsive communication with teachers,
22 counselors and other MNOHS staff. This includes:
- 23 a) Responding to e-mail and text messages and/or returning calls from MNOHS faculty and
24 staff.
- 25 b) Updating MNOHS office staff when addresses and phone numbers change.
- 26 c) Reporting absences when students are unable to log in due to illness, personal
27 emergencies, or planned absences. A parent or guardian, or the student if they are 18 or
28 older, must report on the [MNOHS Attendance Line](#). A signed explanation from a
29 practitioner may be required to verify the absence.
- 30
- 31