



Required Documentation

Please include the following documents with your completed enrollment package. ALL of these documents are required for completion of the enrollment process.

Information Sheet – Completed and signed

Statewide Enrollment Options Form – Completed and signed

Records Request – Completed and signed

Provide a copy of student's:

Birth Certificate-Verification of Age

Include a COPY of verification of the student's age. Examples of verification of age include immunization record, birth certificate or baptismal document. Please do not send the original.

Current Proof of Residence

Include a COPY of one of the following: a voter registration card or other official Minnesota document addressed to the parent/legal guardian living at the student's address. Document must be current.

Student Immunization Record or Card

Include a COPY of the student's immunization record or card. The immunization record form can be obtained from your physician's office. If you are requesting an exemption from immunizations, please check the appropriate box and sign.

Copy of IEP (if applicable)

If the student participates in this plan, please submit the most recent copy.

Copy of Recent 504 Plan (if applicable)

If the student participates in this plan, please submit the most recent copy.

Please fax to: (507) 642-3622
Please email to: eMinnesota@isd837.org
Please mail to: eMinnesota Online Academy
320 Buck Ave SE
Madelia, MN 56062



Application for School Year 2018-2019

Semester 1-September 5, 2018-January 19, 2019

(Application due 8/25/2018)

Semester 2-January 22, 2019-May 25, 2019

(Application due 1/12/2019)

Student Legal Name _____ **Date of Birth** _____

Home Address _____ **City/State/Zip** _____

Email _____ **Phone** _____ **Grade** _____

Parent Name _____ **Phone** _____ **Email** _____

Current School Name _____

School Address _____ **City/State/Zip** _____

Does Student have an IEP? Yes No

Gender Male Female

Statement of Expectations

- I understand that I am expected to go online a minimum of 6 hours a week, per class, to read kmails, do assignments, turn in work, discuss class topics with peers online, meet with teachers during office hours online, and turn in all required assignments each week.
- I understand that I must communicate with my instructor through kmail about questions I have regarding assignments and expectations.
- I understand by enrolling in this online program, my child is in a public school with attendance requirements that are required to be met. Students who have poor attendance (insufficient hours and or progress recorded over time in the system) are considered excessively absent and may be withdrawn and expelled from eMinnesota Online Academy.
- I understand that if I do not meet the above requirements, I can be dropped from the course, and/or my transcript will reflect a no credit, withdraw, or fail for the class.
- I will complete all work with academic honesty consistent with the eMinnesota Online Academy handbook.
- I understand and agree that as a Minnesota public school, students are required to participate in state standardized testing. A student must complete all required testing in order to receive a high school diploma.
- I understand and agree that I am expected to complete the course by the end of the semester to get credit. If there are any complications, or illnesses that prohibit me from finishing, I need to contact my teachers.
- I understand that I must have access to a computer with internet connection at home to complete the required online assignments.
- I agree to return all school-issued equipment including computer, software, and or books within 5 days of student's graduation, withdrawal or termination from eMinnesota Online Academy.
- I accept the responsibility to supervise my student enrolled with eMinnesota Online Academy and understand that student progress is expected as part of the program not just attendance.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

eMinnesota Online Academy
Email: eMinnesota@isd83

320 Buck Ave SE

Phone: (507) 642-3232
Fax (507) 642-3622



Records Request

To:

Re:

Student's Last Name

First Name

Middle Name

Birthdate

Present Grade

The above named student is now enrolled at our school. Please send copies of permanent records, including subjects, credits, grades, standardized test results, attendance, health records, MARSS number, and any other pertinent data. Please include subjects and grades to transfer date if student is transferring during the school year. Thank you.

Parent's Signature:

Date:

Send to:

Fax:

(507) 642-3622

Email:

eMinnesota@isd837.org

Mail:

eMinnesota Online Academy

320 Buck Ave SE

Madelia, MN 56062



Statewide Enrollment Options Form

Required form for all Minnesota districts

PARENTS: Email, mail or fax this form to the superintendent's office of the non-resident district where you wish your student to attend. Do not mail to the Minnesota Department of Education. See General Information and Instructions for important January 15th deadline information that may apply.

Section 1: To be completed by the Student's Parent/Guardian			
Parent/Guardian Name (Last)	(First)	(MI)	Telephone Number Home: () Work: ()
Parent/Guardian Address: City/State/ZIP:			
Resident District: City:		District of Choice (Non-Resident School District): District of Choice Fax Number: ()	
Student Name (Last)	(First)	(Middle)	
Current Grade Level:	Grade Level Desired:	Desired Date of Enrollment:	
Is this student currently expelled under Minn. Stat. § 121A.45 for a reason listed in Minn. Stat. § 124D.03, Subd. 1? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a Minneapolis resident interested in 'The Choice is Yours' Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know			
Age of Student Will the student be at least age 5 and under age 21 by September 1 of enrollment year? <input type="checkbox"/> Yes <input type="checkbox"/> No When a spot is offered, districts will then request birthdate, records and other required registration information. If you answered NO to the statement, the student is not eligible for open enrollment unless the student fully meets the requirements for an exception to the age requirements listed in the instructions. <input type="checkbox"/> Yes, this student qualifies under the terms of the exceptions described on the back of this form.		Please rank the schools in this non-resident district in order of preference: 1. _____ 2. _____ 3. _____ Reason for request: (this does not affect your acceptance)	
I hereby verify that the above information is true and correct to the best of my knowledge and belief.			
Signature – Parent/Guardian _____		Date _____	

Non-Resident District: Complete Section 2. Notify parents/guardians by **February 15** (or no more than 30 days after receiving applications that come later) of approval or disapproval of application. Families must accept or decline the offer by **March 1** or 15 days later. After receipt of commitment to attend, the non-resident district must notify the resident district by **March 15** (or 60 days after initial receipt if form filed after January 15) of the student's intent to enroll. Report all rejected applications to the Minnesota Department of Education by **July 15**.

Section 2: To be completed by the Non-Resident District		
Date Application Received	District Name	District Number
District Contact	Title	Telephone Number
<input type="checkbox"/> APPROVED On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned for enrollment at: School Building Name: _____ Starting Date: _____ Grade Level: _____		
<input type="checkbox"/> NOT APPROVED The non-resident district has denied your request for open enrollment because of the following reason(s) allowed in Minn. Stat. § 124D.03. Check all that apply.		
1. <input type="checkbox"/> The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See General Information and Instructions or Minn. Stat. § 124D.03, Subd. 3. 2. <input type="checkbox"/> Statute enrollment has been reached; Minn. Stat. § 124D.03, Subd. 2. 3. <input type="checkbox"/> Grade is closed district-wide by board action; Minn. Stat. § 124D.03, Subd. 2. and Subd. 6. 4. <input type="checkbox"/> District has denied the application because of expulsion reasons; Minn. Stat. § 124D.03, Subd. 1.		
NON-RESIDENT DISTRICT SIGNATURE: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Superintendent / Responsible Authority Date </div>		

GENERAL INFORMATION AND INSTRUCTIONS: Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student per requested district.

Parent/Guardian: Before making a selection it would be beneficial to request school and program information from districts, visit schools, and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education's (MDE) Website: <http://education.state.mn.us> has information about school districts, schools and programs. Once you decide to apply, you must inform your child's current school that you are applying to a nonresident district for enrollment. Complete Section 1 and sign Section 2 of the School District Enrollment Options Program form and send the completed application to the non-resident district's superintendent's office. **Please do not send the form to MDE.**

Age requirements:

Open enrollment is only available to students who will be age 5 by September 1 and under age 21, without a high school diploma, unless:

- The student is under age 5 and has been identified through a formal assessment process in the resident district as needing an individual education plan for early childhood special education. In these situations, the family should list "EC" as their requested grade level
- **OR**, the student has met all requirements of the nonresident district for consideration for early entrance to kindergarten such as a September or October birth date, assessment testing and a trial period of enrollment **and** the nonresident district has agreed to consider an open enrollment for the child for early entrance to kindergarten. Do not submit this form in this situation without first working with the nonresident district to determine eligibility.

Deadlines and exceptions to deadlines:

Applications must be sent to the nonresident district by January 15 in order to enroll beginning the following school year unless:

- one or both districts receives Statewide Integration Revenue, in which case there is no deadline and enrollment may begin at any time. (Minn. Stat. § 124D.03, Subd. 4)
- **OR**, the student moved into the resident district on or later than December 1. (Minn. Stat. § 124D.03, Subd. 7).
- **OR**, other unusual situations apply under Minnesota Statutes § 124D.03, Subd. 7.

Acceptance of Open Enrollment cannot be based on previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings or the student's district of residence. (Minn. Stat. § 124D.03, Subd. 6.)

Families may indicate preferences for school sites or programs within the district; if unavailable, districts will offer families options at other sites unless the grade level or open enrollment has been closed by board action. However, families may apply in more than one district. Use one form per child per district.

Do not disclose special needs of students on the *School District Enrollment Options Programs* form; this information is provided after an enrollment spot is offered.

Minneapolis Families: The Choice is Yours program provides families who live in the city and meet income guidelines the chance to attend suburban schools with free transportation. See http://foodservice.mpls.k12.mn.us/Free_and_Reduced_Price_Meal_Eligibility.html for income guidelines and <http://www.wmep.k12.mn.us/aboutciy.html> for more about The Choice is Yours.

Currently expelled students: Nonresident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes § 121A.45 and Minnesota Statutes § 124D.03 Subd 1.

Notice as to acceptance of application: You can expect to receive an approval/disapproval from the nonresident district by **February 15 or 30** days after applying for the current or upcoming school year. (Do not apply for school enrollment further in advance than school year that starts one year after the last January 15). After receiving approval of your application you must notify the non-resident district of your commitment to attend by **March 1 or 15 days** after applying. School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots.

If the nonresident district notifies you that your application has been accepted:

Notify the nonresident district as to whether you are accepting the offer of enrollment by March 1 or 15 days after notification.

The nonresident district must notify the resident district that your student is changing enrollment by March 15 (or 15 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable).

Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.

Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a nonresident district so an I.E.P. team can be convened.

The school district will provide you information regarding transportation. (Minn. Stat. § 123B.88, subdivision 6, Minn. Stat. § 124D.03, Subd. 8.) Minneapolis families who meet income guidelines and attend suburban districts through The Choice is Yours may qualify for free transportation.

By accepting this enrollment, your student is obligated to attend the nonresident district during the upcoming school year.

You do not need to reapply in subsequent years for your student to remain enrolled unless you move out of your current district. Note: you **do need** to apply again for siblings.

If your application was denied, districts:

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the only reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form an agreement with the nonresident district for the upcoming year--both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year-to-year mutual agreements between districts. (Minn. Stat. § 124D.03, Subd. 6)

eMinnesota Online Academy
Student Handbook



Madelia Public Schools
Independent School Dist. 837
320 Buck Ave. SE
Madelia, Minnesota 56062
Phone: (507) 642-3232
Fax: (507) 642-3622
Email: eMinnesota@isd837.org

Table of Contents

Mission
Vision
Academic Program
Eligibility
Characteristic Requirements for Online Students
Credit for Classes
Graduation Requirements
Required Classes
Class Membership Requirements
Registration Procedures
Scheduling for Classes
Obtaining a Username and Password
New Student Tutorial
Scheduling
Accessing the Courses
Parent/Guardian Access to Student Information
Conferences
Complaints
Grading Procedures
Student Responsibility
eMinnesota 4.0 Grading Scale
Process for Calculating Term and Cumulative GPA at eMinnesota
Mandatory Testing
Attendance Policy
School Closings
Truancy
Student Discipline
Withdrawal From an Online Class
Schedule Changes
Special Needs Students
Technical Support
Student Expectations
Responsible Adult Requirements
What is Academic Integrity
What is Plagiarism?
Netiquette
Cyberbullying
Tips to be a Successful eMinnesota Student

Mission:

The eMinnesota Online Academy is dedicated to the success of all students who desire an educational opportunity that is student-centered, technology-rich and academically challenging. eMinnesota is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. It is our desire that eMinnesota students graduate and successfully procure satisfying employment or further their education and all become independent, responsible citizens.

Vision:

The eMinnesota Online Academy is dedicated to providing a student-focused learning environment in a professional and compassionate manner, utilizing highly trained committed staff to individualize educational strategies that will empower each student to succeed.

Academic Program:

By utilizing an innovative brick and click model, where students who want or need more direct and/or frequent contact with instructors will have the ability to access a Learning Support Center. Students will use Lincoln Interactive Curriculum, and will have access to tutoring, remediation programs, special education services, advanced coursework, field trips, fine arts experiences, and other learning opportunities. As eMinnesota is part of the NNDS (National Network of Digital Schools) we will utilize its data-driven programs to improve student performance and achievement, including its RtI (Response to Intervention) model, and the utilization of early college programs. Qualified students will have the opportunity to enroll in PSEO classes to assist in accomplishing their graduation requirements from high school and provide them with a start in their post secondary education.

Eligibility

To be eligible for enrollment in eMinnesota courses, students must meet the following requirements:

- Students and their parents must be residents of Minnesota.
- A student age 17 or younger must have the written consent of a parent or legal guardian to apply.
- Students who want to enroll in additional courses, beyond full-time status are permitted under a separate agreement that includes the terms for payment of any tuition or course fees. Such an agreement must be signed prior to enrolment.
- Students must be under the age of 22.
- All required enrollment procedures and documents must be complete prior to enrollment.
- Full time students must be willing to participate in all required state and district testing. Parents are responsible for providing transportation for students to attend the State mandated testing.

Characteristic Requirements for Online Students

Students who have a high probability of success in an online learning environment generally display the following characteristics:

- Student is self-motivated and exhibits self-discipline.
- Student possesses reading and writing skills at or above student's current grade level.
- Student is willing to ask the teacher for help when needed.

- Student exhibits good organizational and time management skills.
- Student is comfortable with the technology required by the online program.
- Student must have daily access to high speed Internet.

As a student is considering whether or not to take an online course and be an online student, we must ask you to consider each of these characteristics. If you do not meet several of the characteristics, you still may be successful at online learning, but you may experience some difficulties. Please consider this carefully so that you have the best chance for success.

In order to help you decide if online learning is right for you we advise that you and a parent visit with the eMinnesota Principal, Mr. Beyer, by phone at (507) 642-3232 or email at allan.beyer@madelia.k12.mn.us.

Credit for Classes

Students in grades 9-12 will be granted .5 credits per semester for successfully completing a course eMinnesota Online Academy.

Graduation Requirements (comprehensive/full-time student) 24 credits

Graduation Requirements Credits for graduation must be accumulated in grades 9-12

- 4 credits of English
- 4 credits of Social Studies
- 3 credits of Science
- 3 credits of Mathematics
- 1 credit of Fine Arts
- 1 credits of Physical Education
- 1/2 credit of Health
- 1/2 credit of Computers

Required classes:

Freshman: English, Social Studies, Math, Science, P.E./Health, Computers, Fine Arts

Sophomore: English, Social Studies, Math, Science, P.E./Health

Junior: English, Economics/Social Studies, Math, Science

Senior: English, Social Studies

A student must complete all state mandated testing requirements as well as eMinnesota testing requirements in order to receive a high school diploma. Students who do not complete all graduation requirements will not be allowed to participate in the commencement program.

Foreign Exchange students associated with an official certified Foreign Exchange Program may be allowed to participate in graduation commencement exercises with a certificate of attendance at the discretion of school officials.

Class Membership Requirements

10th grade – a minimum of 5 credits

11th grade – a minimum of 12 credits

12th grade – a minimum of 19 credits

Registration Procedures

To begin the enrollment process the applicant must complete the Online Application Form located at the eMinnesota website which can be found at www.madelia.k12.mn.us. Once the completed paperwork is received in the eMinnesota office a representative will contact the family to review the application and course placement(s).

Scheduling for classes:

Supplemental student

Supplemental students should work with their local school counselor and parents in the selection of their online courses. Students will only be enrolled in eMinnesota if all required supplemental forms are completed and signed appropriately.

Comprehensive student

All eMinnesota students and their parent/guardian will work with the eMinnesota Placement Team to schedule appropriate classes based on the credits earned from the previous school district transcript and in accordance with the Madelia Public Schools graduation requirements.

Obtaining a Username and Password

When the registration has been completed, parent/student will be provided with a username and password to access the requested course(s). Parent(s) will be able to view their student's progress throughout the school year by using the parent username and password. Parents are responsible for setting up the student account that will allow their child to access the course(s). Students should keep their username and password information in a safe place. Use of eMinnesota course materials, class content, email systems and other related school materials by anyone not enrolled in eMinnesota is prohibited.

New Student Tutorial

All new eMinnesota students are enrolled in an Online Learning course prior to the start of school. Students are required to successfully complete the Online Learning Course by a specified date.

Scheduling

All eMinnesota students and their parent/guardian will work with the eMinnesota High School Placement Team to schedule the appropriate classes based on credits earned from the previous district and in accordance with the Madelia district graduation requirements.

Accessing the Courses

The online courses are available to students 24 hours a day/ 7 days a week, providing access to High Speed Internet is available.

Parent/Guardian Access to Student Information

Parents/Guardians may view their student's record at any time. This information includes test scores, grades, and due dates for coursework. To view these records, parents log in to the system using their parent username and password given to them when they registered the student.

Conferences

eMinnesota has an open door policy; we encourage teachers, students, and parents/guardians to communicate openly and regularly regarding a student's progress in the course. A teacher may request a parent conference at any time. Parents/ guardians may also request a conference with

the teacher at any time. The conference may be held as a conference call via phone or Internet due to the potential distance between the teacher and parent. To schedule a conference, the parent/guardian should email or call the instructor to arrange a mutual meeting time. eMinnesota hosts virtual parent/teacher conferences twice a year at mid-semester.

Complaints

Students or parent/guardian complaints or concerns can usually be addressed simply by a phone call or email with the teacher. For complaints and concerns that cannot be handled by the teacher, the parent/guardian or student should contact the Madelia office at (507) 642-3232.

Grading Procedures

During online courses, students will receive grades for homework assignments, quizzes, tests, projects, participation, and other activities. Students will be able to see their grades at any time by going to their grade book. If students have questions about grading procedures, they should contact their instructor with any questions.

Student Responsibility

During the semester, students are required to save their work. By saving their work, students will be able to pull the assignment in question and review with their teacher in the event of a dispute or question over a grade.

eMinnesota 4.0 Grading Scale

A	= 4.0	93-100%
A-	=3.7	90-92%
B+	=3.3	87-89%
B	=3.0	83-86%
B-	=2.7	80-82%
C+	=2.3	77-79%
C	=2.0	73-76%
C-	=1.7	70-72%
D+	=1.3	67-69%
D	=1.0	63-66%
D-	=0.7	60-62%
F		0-59%

Process for Calculating Term and Cumulative GPA at eMinnesota:

Every .5 credit generates the GPA (grade point average) per class. The cumulative GPA is calculated by adding the grade points earned in each semester and dividing by the number of classes. For example if a student is enrolled in 6 classes and earns three A's and three B's, the student's cumulative GPA would be 3.5 (4+4+4+3+3+3=21. 21 divided by 6 is 3.5.)

eMinnesota Honor Roll is determined by term GPA; a GPA of 3.5 or higher constitutes the A Honor Roll while a GPA of 3.0 or higher constitutes the B Honor Roll. Cumulative GPA determines class rank for eMinnesota.

Every course taken is used in the computation of the GPA unless the course is taken on a Pass/Fail basis.

PSEO and Transfer credits count toward the cumulative GPA and class rank.

If a student fails a course required for graduation, the student will need to retake the course; however, the subsequent passing grade does not expunge the original failing grade from the student's transcript or cumulative GPA computation.

Mandatory Testing

In accordance with the state of Minnesota Department of Education, testing has been determined to be a vital component in assessing the academic progress of students. Families are required to participate in **all** testing. Failure to attend the tests may result in removal from the program and/or not receiving your graduation diploma.

All eMinnesota students are **mandated** by the State of Minnesota to participate in the Minnesota Comprehensive Assessments (MCA-II). Students in eMinnesota need to take and pass these tests in order to receive a high school diploma in accordance with the Minnesota Department of Education. 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 eMinnesota students. The MCA-II test dates are held during the month of April. It is required that the responsible parent/guardian ensure their student attend the MCA-II testing.

All eMinnesota students are required to participate in the Northwestern Educator's Association test, referred to as NWEA. This is a district-wide assessment that will be given in October and March of each school year. The NWEA testing will help track each individual student's progress by indicating areas that have been mastered and those that have not. All testing occurs online during a specified length of time. eMinnesota will provide as much notice as possible to facilitate scheduling and planning. All NWEA student data collected remains with eMinnesota and is shared only with parents.

Attendance Policy

Daily participation is required in the eMinnesota program. **Parents/Guardians** are responsible for ensuring their students are actively engaged in all of their courses on a daily basis.

Attendance will be taken **daily** by the student's online teachers as well as monitored by the eMinnesota office. Students are required to be logging in to each of their classes **daily** Monday-Friday. The student should spend at least **one hour per day per course** in their online classes. Failure to log in **daily** will greatly reduce the student's ability to be successful in his/her classes. Extended absences from coursework may constitute truancy.

Families requesting excused absences are responsible for notifying the eMinnesota office about the length and reason for the absence.

Absences of three or more days for medical reasons may require verification by the student's medical doctor.

During the school year, if extenuating circumstances arise that prohibit the student from being in

school, please contact the eMinnesota office at (507) 642-3232.

School Closings

Because eMinnesota is a virtual school, we are not subject to school closings due to inclement weather. Students are expected to log in and participate in their daily classroom schedule, even when Madelia Public Schools traditional sites are closed.

Truancy

Truancy is a violation of Minnesota State Law and is described as students not regularly participating in lessons as outlined below:

(Minn. Stat. 260A.02, Sub.3.) Under Minnesota law, children must go to school every scheduled school day from the time they are enrolled until they are eighteen (18) years old, unless they are legally withdrawn at age 16 or 17. Absences may be excused because of illness, religious observance, family emergency, or funeral. All other absences are presumed to be unexcused. A student who has at least **three** unexcused absences from school for a full day in elementary school, or **three** or more class periods on three days if in middle school, junior high school or high school, is considered a “**continuing truant**” under the law.

(Minn. Stat. 260C.007, Sub. 19) Under Minnesota law, children must go to school every scheduled school day from the time they are enrolled until they are eighteen (18) years old, unless they are legally withdrawn at age 16 or 17. Absences may be excused because of illness, religious observance, family emergency, or funeral. All other absences are presumed to be unexcused. A student who has at least **seven** unexcused absences from school for a full day in elementary school, or one more class periods on **seven** days if in middle school, junior high school or high school, is considered a “**habitual truant**” under the law.

If your child continues to be truant, both a parent and child may be subject to juvenile court proceedings. If the child is referred to **Juvenile Court for truancy** (children age 12 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. 250C.201.

Student Discipline

Because online learning represents a non-traditional learning experience, there are certain expectations for students enrolling in the course.

When registering for the eMinnesota program, students should be aware that they are expected to comply with the following standards as well as all policies and procedures in this Student Handbook:

- 1) The use of 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 eMinnesota 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:
 - **Students must communicate with their teachers on a regular basis.**
 - **Students 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.

- **Students must use course materials in an authorized and appropriate manner.**
- **Students will be expected to follow other rules specified by their online teacher.**

Students who fail to comply with the requirements of online learning are subject to:

- 1) **First Offense:** The student will receive an email warning from either his/her online teacher or the eMinnesota administration. A copy of the email will be sent to the student's parents.
- 2) **Second Offense:** The student may be removed from the eMinnesota program. Any student disciplined for program removal will be in compliance with the Pupil Fair Dismissal Act, Rev. 2007.

Withdrawal From an Online Course (Grades 9-12)

A student in grades 9-12 wishing to drop a course should first address this concern with their online teacher or the eMinnesota Administrator. It is hoped the issue can be resolved and course progress could resume. If not, the student should inform the online teacher and contact the eMinnesota office regarding dropping the course. A withdrawal request must be received in the eMinnesota office within the first two weeks of class. **If a student drops a class after the first 10 school days, a failing grade will be posted on the transcript.**

Schedule Changes

Enrolled students have **10 school days** after the term has started to add classes or make changes to their schedule. Please contact the school counselor regarding any schedule changes.

Special Needs Students

By law, any student with an IEP has the right to receive modification and/or adaptations as part of their educational plan. The eMinnesota program will establish an IEP team to assure the appropriate instructional modifications and adaptations are in place. eMinnesota will inform the student's instructors of any accommodations listed in the IEP.

Technical Support

If a student is using a personal computer, the student is responsible for computer hardware and software issues. If a technical need arises in regards to course material, the student should call (507) 642-3232 and the technical support staff will assist with the issue. If an eMinnesota student is experiencing difficulties with an eMinnesota-supplied computer, the student should contact (507) 642-3232 so the repair process can begin promptly. The student should contact his/her teachers and the eMinnesota office if they are experiencing technical issues.

Student Expectations

Teachers expect students to work in all courses **one hour per day per course**. This includes participation in the classes through discussions, assignments, class group gatherings and emails.

Students are required to communicate with their teacher regularly. Communication includes sending emails, class connects, phone calls, and/or submitting assignments. Failure to maintain consistent communication may result in a student being removed from the course.

Students are to communicate with the teacher and classmates in a professional and respectful

manner.

The primary method of communication is through email; therefore it is imperative the student let the teacher know if they are experiencing email problems.

Students should check their email every day. Emails coming from the teacher or eMinnesota staff must be read very carefully. Email is the school's first method of contact. All email coming from the eMinnesota staff and teachers will contain important information.

Responsible Adult Requirements

Every enrolling student should have a designated learning coach (responsible adult) who will fulfill certain duties in support of the student's learning in the student's home under the direction of an eMinnesota 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. Adult students can be their own learning coach. Notify the eMinnesota office of any address, phone, email changes or corrections.

What is 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.

The technology age has certainly helped people have quick access to any and all information on the web. Because of this, you will see Academic Integrity becoming more of a standard in educational institutions as they begin to hold students to higher accountability measures. It is important that as you take courses online, you are equipped to appropriately utilize this technology.

Academic Integrity Means

- Your work on each assignment will be completely your own.
- 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.

What is Plagiarism?

Plagiarism is copying or using ideas or words (from another person, the Internet or published source) and presenting them as your own.

Following are some examples of plagiarism:

- Turning in another student's work.
- Copying a paper from a source text (including the Internet) without proper acknowledgement or permission.
- Copying materials from a source text supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from a source without appropriate documentation.

- Turning in a paper from a “free” or “fee” term paper website.
- Buying a paper from a research service or term paper mill.

How to Avoid Plagiarism

When research is involved for class work, most often you will be asked to cite, paraphrase, or summarize your findings. These are appropriate ways to acknowledge other people’s findings.

- *cite: to quote as an authority or example (©2003 yourdictionary.com)
- *quote: to repeat or cite, as for authority or illustration (©2003 Webster’s)
- *paraphrase: a re-statement of the meaning of a passage of work, etc. (©2003 Webster’s)
- *summarize: a brief account of the substance or essential points of something spoken or written (©2003 Webster’s)

Whenever you quote, paraphrase or summarize other people’s ideas, it is appropriate to acknowledge the source. When quoting someone’s ideas, you should place the idea in quotation marks, and then make a note in parentheses next to it citing the author, source and date.

Always think, did this idea originally come from me or from someone else? If it originally came from someone else, remember to play it safe and cite the content with the author and source. If you have further questions, please contact your teachers.

What Happens If a Student is Caught Plagiarizing?

If a student is found plagiarizing or cheating, disciplinary action will be taken. The teacher will notify the student of the plagiarism. The teacher will also send notification of the plagiarism to the eMinnesota office to be placed in the student’s file.

With the first offense, the student will be required to redo the assignment, but will receive a reduction on the plagiarized assignment grade.

With the second offense, the teacher will notify the student and the eMinnesota office. The office will make a phone call to the parent. The student will receive a zero on the assignment.

Repeated offenses may result in the student’s removal from the course.

Netiquette

Etiquette (called netiquette in cyberspace) exists in the wide world of computers. Perhaps just as important as “real world manners,” netiquette rules are necessary because readers draw inferences from your words rather than nonverbal body language.

You may not use your school email account for sending or receiving personal emails that are not related to your schoolwork. Be aware that teachers and administrators have complete access to your email so nothing you do with your school email account is considered private. Any inappropriate use of email will result in administrative action.

Rules Students Should Follow for Writing and Sending emails:

- Email messages should be written in a more formal manner than instant messaging.
- Grammar and punctuation should be consistent with rules of English. For example, capitalize the first letter of a sentence, use correct spelling, use punctuation marks, etc.
- Do not capitalize all letters when writing; this means you are shouting!
- Refrain from using abbreviations or use sparingly as the teacher may not be able to

decipher what it means. (For example, TIA – Thanks in Advance)

- You may use emoticons to express feelings, but remember there is no substitute for a clearly written email.
- Always sign your first and last name to your emails so your instructor knows with whom they are working.
- Please do not send chain letters or spam material of any nature to your teachers or fellow students. This is most inconsiderate!
- And last, but not least, think before you send, as you cannot un-send.

Cyberbullying

What is it?

“Cyberbullying” occurs when a minor is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another minor using the Internet, interactive and digital technologies, or mobile phones. In order for it to be considered cyberbullying, the infraction needs to be between two minors. Cyberbullying is not tolerated in any form at eMinnesota.

Cyberbullying includes, but is not limited to, the following:

- 1) Assuming a false identity online to trick others.
- 2) Spreading lies and rumors about victims.
- 3) Tricking people into revealing personal information.
- 4) Sending or forwarding mean text messages.
- 5) Posting pictures of victims without their consent.

Effects of Cyberbullying include, but are not limited to:

- 1) Physically, emotionally or mentally harming a student.
- 2) Placing a student in reasonable fear of physical, emotional or mental harm.
- 3) Placing a student in reasonable fear of damage to or loss of personal property.
- 4) Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

How to Prevent and Stop Cyberbullying

Below are some preventative measures students can take to minimize their risk of being cyberbullied, as well as stop the cyberbullying cycle:

- 1) Never share personal information with anyone (even if they are your best friend). Remember, anything posted online can be available to be viewed by millions of people.
- 2) Be careful who you interact with online (block any messages from people you don’t know).
- 3) **Do not** pass along cyberbullying messages.
- 4) Tell friends to **stop** cyberbullying.

What you should do if you are cyberbullied

- 1) The most important thing to do if you are being cyberbullied is to tell a trusted adult. An adult, whether it is a parent, teacher or school administrator, needs to get involved.
- 2) Save and document all occurrences of cyberbullying.

Essentials of cyberbullying

- 1) Anyone can be a victim regardless of race, gender, ethnicity, or financial status.
- 2) Cyberbullying is illegal and violators can be prosecuted.
- 3) Cyberbullying is no longer an anonymous crime; technology allows for easy tracking of the source.
- 4) Parent/guardian – if your student comes to you and reports being bullied, report it immediately to the school office.

School Responsibilities

- 1) If the accused is a student of the school, school administration will investigate the accusation and if the accusation is proven true, school discipline policy will apply.
- 2) If the accused is NOT a student of the school, the school office will help the victim and his/her family contact local authorities and/or the resident school district.

School Discipline Policy for Cyberbullying

If a student is found guilty of cyberbullying, the following consequences will apply based on the severity of the infraction:

- 1) First Offense or Minor Infraction: The student will receive a verbal warning and meet with the school counselor to learn about cyberbullying.
- 2) Second Offense or More Severe Infraction: The student, parent, counselor and administrator will hold a conference. A record of the infraction will be placed in the student file.
- 3) Third Offense or Severe Infraction: Repeated offenses or severe infractions may result in the student being removed from school in compliance with the Pupil Fair Dismissal Act, rev. 2007.

To learn more about cyberbullying, visit the following websites:

- 1) <http://www.ncpc.org/cyberbullying>
- 2) <http://www.fbi.gov/publications/pguide/pguidee.htm>

Tips to be a Successful eMinnesota Student

Maximize Your Learning

- Look at your email **DAILY**. This is your instructor's way of communicating with you.
- Check your email before you start working. You may have a note from your teacher that will change what you work on that day.
- Look at your graded work. Any work with a zero or low grade may have comments on how to make it better.
- Look at your schedule and decide what lessons you want to complete during your work time. Be sure you have completed any applicable readings before working on the assignment.
- You should check your grade book daily. This will help you organize your completion of assignments. You should not jump around in the course unless your instructor has directed you to do so. If you notice a grade has not been entered for an assignment you have submitted, contact your teacher.

Organize Your Time

The most common mistake of online students is mismanagement of their time. When you are working independently, it becomes your responsibility to manage your learning. This may be a new experience for most of you. Following are some tips for making the most of your time:

- Make a schedule. This is particularly important if you are involved in a lot of extracurricular activities or if you have a job. You will need to spend a minimum of **1 hour per course each day**. Become familiar with your teacher's schedule. Although your teacher is available to you many times during the day, evening, and possibly the weekend, there will be "office hours" that will enable you to get a quicker response. It will not always be possible for you to work during your teacher's hours, but if you can arrange your schedule to do so, you may have better access to help.
- Stay focused on the task at hand. Do not search the web, play games, chat with your friends, or watch TV while you are working. All these activities may make it seem that you are "working" on your computer, but in actuality, you will not be getting anywhere in your coursework.

Organize Your Workspace

- Keep a notebook for each course in your work area for taking notes.
- Create a folder on your computer to keep your assignments. You will file word documents that are submitted throughout the course. If you do not know how to set up new folders on your hard drive, please ask the tech expert in your household or contact your teacher or the eMinnesota technical support staff.
- Make sure you have a space to work at home. Be sure to stock your workspace with pencils, pens, paper, calculator, and a printer.
- There are three items you will want to always have at your fingertips; keep a copy of your schedule for the course, copies of the course deadlines, and a contact sheet for your teacher. These items will answer the three most often asked questions, "What have I done in the course?" "Where am I supposed to be in the course?" and "How can I reach my teacher?"
- You should get in the habit of saving a copy of your work in a folder on your desktop to have as a backup in the event that technical issues unexpectedly shut down your computer.

General Suggestions to be a Successful Virtual School Student

- First, remember to log into your classes **daily**. Full-time students should realistically expect to spend at least 6-7 hours a day on schoolwork, if not longer.
- You have much freedom as to how this time is scheduled, but it is very important that you check your classes daily so that you can keep on track.
- Make sure you have a quiet work area.
- Set up a regular schedule with short breaks and lunchtime.
- Be sure to check your email and Announcements daily.
- Thoroughly read and follow all instructions.
- Check your grade book often to see how you are progressing
- Set short and long-term goals and reward yourself for reaching them.
- Check the calendar for due dates and meet the deadlines set forth by your teacher.
- Be responsible for your assignments and arrange with your teacher an alternate due date if you are unable to hand in your assignments for any reason. This can help you receive full credit for your assignments.
- If you have concerns or questions about your classes, contact your teachers.
- If you are having difficulties connecting to the system, contact our office.
- If you need to make a general plan for improving your grades in all of your classes or have any other questions, contact our office.

Parents, here are some general suggestions to help your students be successful online:

- Check on your student's progress daily; if you are unsure how to navigate or use the system, please contact our office.
- Each day have your student show and explain to you what they have accomplished.
- If students are struggling, you may want to discuss a set of short and long-term incentives for reaching goals you have set together.
- If you have any questions or concerns about your child's learning, please contact your student's teacher or our office.

Please remember our teachers and staff are dedicated to helping all students be successful online. If you follow these tips, as well as keep weekly contact with teachers, it is sure to be a successful semester. Work diligently and don't be afraid to ask questions. We are happy you are with us and even more happy to help you!