

Registration Checklist for Supplemental Students

Form that Confirms Enrollment

- Online Learning (OLL) Supplemental Notice of Student Registration (the two pages with Minnesota Department of Education logo in the left corner)

Registration Packet Forms

- Media and Publicity Release Form
- Educational Use Agreement and Technical Support Release Form
- Permission and Release to Participate in Online Physical Education Class
- Permission and Release to Participate in Online Science Class
 - Note: Please fill out both releases, even if you are not enrolled in a PE or Science class. We will keep the completed forms on file.*

Documents to Read and Save

- MNOHS Pace Charts 2014-2015

Headset Requirement

MNOHS asks students to have a working headset with a microphone and speaker that can be plugged into their computer. These **do not** have to be costly, high-end gaming or music headsets. Good quality communication headsets can be purchased for reasonable prices at most retail stores that carry computers.

Questions?

Contact Jennie Mulhern, School Manager, 1-800-764-8166 x 102 or email studentrecords@mail.mnohs.org.

Information for Submitting Completed Registration Packet Forms

Email:	Fax:	Postal Mail:
<i>Please write the student's name and the words "Registration Packet" in the subject line.</i> studentrecords@mail.mnohs.org	<i>Please write the student's name and the words "Registration Form" in the subject line</i> toll free: 1-866-586-2870	<i>Please write ATTN to the student's name and the words "Registration Packet"</i> Minnesota Online High School 2314 University Ave W. Ste. 10 St. Paul, MN 55114 - 1863

Thank you for applying to MNOHS as a Supplemental student!

Students who are taking classes at more than one school are required to complete a Supplemental Online Learning Agreement (OLL) form. (This is according to the Online Learning Options Statute [MS 124D.095].) The OLL form is used to provide documentation and approval of the online learning agreement between MNOHS and another school. As a supplemental student:

- You may take up to three courses or 50% of a full course load with MNOHS.
- The number of courses you are taking from both schools cannot be greater than a full course load.

Please complete this OLL form to enroll IN MNOHS as a supplemental student. MNOHS must receive the completed form by 5PM on the appropriate deadline listed below.

Term:	Term Start Date:	Deadline:
Quarter 1	September 4, 2014	September 16, 2014
Quarter 2	November 10, 2014	November 19, 2014
Quarter 3	January 30, 2015	February 11, 2015
Quarter 4	April 7, 2015	April 12, 2015
Summer Session	June 16, 2015	June 16, 2015

Instructions:

Please follow these steps to complete and confirm your application to MNOHS:

1. **Read the MNOHS student and parent handbooks and school policies** (information is on the next page). *When you sign the OLL form, you and your parent /guardian (if you are under age 18) agree to follow these policies while you are enrolled in MNOHS courses.*
2. **Review our course offerings.** Go to our web site, under the “School Information > Course Schedule” section: <http://www.mnohs.org/courses>

Complete Section I of the “Online Learning (OLL) Supplemental” form with your parent or guardian (if you are under the age of 18). Be sure to fill in the following:

- **Parent signature:** IMPORTANT – If you are under the age of 18, your parent or guardian MUST sign the form.

3. **Meet with your counselor.**

- Review MNOHS course offerings - “School Information > Course Schedule” section of the MNOHS.org website: <http://www.mnohs.org/courses>
- Complete **Section II** of the “Online Learning (OLL) Supplemental” form.
 - Have your school counselor list the course or courses you would like to enroll in at MNOHS. You must include the start date and proposed completion date.

4. **Return the completed OLL form to:**

- Susan Matheson (students with the last name beginning with A-L) **OR**
- Monica Potter (students with the last name beginning with M-Z):

Email:	Fax:	Postal Mail:
<i>Please write the student’s name and the words “OLL Form” in the subject line.</i> applications@mnohs.org	<i>Please write the student’s name and the words “OLL Form” in the subject line</i> toll free - (866) 586-2870	<i>Please write ATTN to the student’s name and the words “OLL Form”.</i> Minnesota Online High School 2314 University Ave. W – Ste. 10 St. Paul, MN 55114 - 1863

You will be officially enrolled at MNOHS when the OLL form is completed and returned.

LEARNING SUPPORT AGREEMENT (LSA):

This Agreement is designed to help you understand the expectations of Minnesota Online High School students and make your experience at MNOHS successful and satisfying. The Student Handbook outlines requirements and expectations for students and for teachers. The Parent Handbook gives suggestions to parents / guardians about how to support their online learner.

Before completing the "OLL Supplemental Form", please refer to the MNOHS Student and Parent Handbooks and school policies: <http://www.mnohs.org/policies>.

I have read and understand the complete contents of the MNOHS Student and Parent Handbooks and school policies. By signing this Learning Support Agreement, I agree and understand that:

By completing and signing the OLL form, you indicate that you have read and understand the complete contents of the MNOHS Student and Parent Handbooks. In particular, you agree to and understand that:

- I am expected to work in each course between 60 and 90 minutes each school day;
- Dropping courses after a quarter's drop/add date will result in receiving the grade earned;
- I am expected to contact my teachers through e-mail, phone, or text messaging if I do not understand an assignment;
- The primary means for communicating with teachers is through e-mail, Collaborate room (webinar), texting, or phone calls. I will login to my MNOHS e-mail account at least once every school day;
- I will participate in synchronous (real time) communications with other students, teachers, staff, and guests through MNOHS chat rooms, webinar, and other systems;
- Attendance is defined as "making continuous progress." Failure to submit assignments of sufficient quality to earn credit will count as not attending school. A referral could be made by my "bricks-and-mortar" counselor and/or to my county's truancy officer;
- Failure to complete orientation activities will impact my ability to successfully complete my courses;
- MNOHS has policies governing academic honesty, acceptable/appropriate use of MNOHS systems and technologies, and other expectations of students. I will act according to these policies. See <http://www.mnohs.org/policies>;
- All course software and systems provided by MNOHS are for educational use only. I will not use them for personal use;
- In certain courses, for example, art, media arts, and science, I may need to provide a fully refundable deposit for equipment or materials (or provide my own that meet course requirements) in order to successfully complete the course;
- MNOHS collects student "directory information" for the purpose of maintaining public records. It also includes the name, address and telephone number of the student's parent(s). Directory information DOES NOT include personally identifiable data. For more information, please see MNOHS Policy 515 – Pupil Record Protection;
- Parents and eligible students have the right to inspect and review the student's education records, and to request inaccurate records be changed. They also have the right to consent to and refuse to share student information. They have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and regulations. They have the right to be informed about rights under the federal law; and the right to obtain a copy of this policy.

If you have any questions about any of these statements, please contact Elissa Raffa, Executive Director: e.raffa@mail.mnohs.org or 1-800-764-8166 x103.

INSTRUCTIONS: The online learning supplemental notice of student registration is used to register for a supplemental online learning course from a certified public school online learning provider. Supplemental online learning means an online course taken in place of a course period during the regular school day at a local district

SUBMIT the completed form to the online learning provider listed in section II. One form per student per term is required. This form can be printed and completed by hand or by completing the applicable form fields. **Electronic completion:** Save this form to your computer using a different name, complete the applicable information, print and sign the application and submit.

Section I: To be completed by the parents and student after they have had initial meetings with the enrolling district and online learning provider. Please sign only after you have reviewed the online course and program and understand the expectations of enrolling in online learning.

Section II: To be completed by the online learning provider and enrolling district online contact person. Each school should keep a copy of this form when all signatures have been secured. The enrolling district has 15 days to review the attached course syllabus and sign and submit the form to the online learning provider.

SECTION I: IDENTIFICATION INFORMATION TO BE COMPLETED BY THE STUDENT AND PARENT OR GUARDIAN

Student Name (Last, First, M.I.): _____			Date of Birth: _____		Gender: _____	
Student's e-mail: _____		Student's home phone: _____		Student's cell phone: _____		
Address: _____		City, State Zip code: _____		Current Grade Level: _____		
Enrolling School: _____		Student MARSS Number: _____		Last Grade Completed: _____		

Mother/Guardian Name (Last, First, M.I.): _____			Home phone: _____		Mother's work phone: _____	
Mother/Guardian Address: _____			City, State, Zip Code: _____			
Mother/Guardian's E-mail Address (if different from student): _____			Mother's cell phone: _____			
Father/Guardian Name (Last, First, M.I.): _____			Home phone: _____		Father's work phone: _____	
Father/Guardian Address: _____			City, State, Zip Code: _____			
Father/Guardian's E-mail Address (if different from student): _____			Father's cell phone: _____			

Student reason for enrolling in online learning	Type(s) of internet connection you will be using to access your course
<p>Enter X or check one of the following:</p> <p><input type="checkbox"/> Course not offered at school</p> <p><input type="checkbox"/> Schedule conflict</p> <p><input type="checkbox"/> Enrichment / Advanced learning opportunity</p> <p><input type="checkbox"/> Credit recovery</p> <p>If so, is the course(s) being taken in addition to a full-time schedule? Yes or No: _____</p> <p><input type="checkbox"/> Other: _____</p>	<p>Enter X or check one of the following:</p> <p><input type="checkbox"/> Dial-up modem</p> <p><input type="checkbox"/> Cable/DSL</p> <p><input type="checkbox"/> High Speed Home Connection</p> <p><input type="checkbox"/> High Speed School Connection</p> <p><input type="checkbox"/> No internet access – I plan to participate in this course at: _____</p>

I have discussed enrollment in online learning with my enrolling school representative and the online learning program representative.

I have reviewed the online course(s) and program listed on page 2 and understand the expectations of enrolling in online learning

Student Signature (required): _____ Date: _____

Parent's signature required for students under 18 years old.

Parent Signature: _____ Print name and relationship: _____

SECTION II: OLL PROGRAM PLAN

TO BE COMPLETED BY OLL PROGRAM PROVIDER AND ENROLLING SCHOOL CONTACT PERSON Online Learning (OLL)

Program: _____ Telephone: _____ Fax: _____

Online Learning Program Coordinator: _____ E-mail address: _____

Online Learning Program Mailing Address: _____ City, State, Zip Code: _____

Enrolling School: _____ District Number: _____ District Type: _____ School Number: _____

Telephone: _____ Fax: _____

Enrolling School Contact Person or Counselor: _____ E-mail address: _____

Enrolling School Mailing Address: _____ City, State, Zip Code: _____

OLL proposed plan for _____ Student name: _____ Student MARSS # _____

OLL Courses (courses may not exceed 50 percent of student's full schedule)	Credit Recovery	Start Date	Sem/Tri/Qtr.	Credits	Proposed completion date	*Meets enrolling district's graduation requirements. Please Enter X and initial

To be completed by the enrolling district:

Enter X or check one of the following:

This coursework will substitute for other course work in the enrolling district and will be funded by the normal funding formula for online learning.

This coursework will substitute for other course work in the enrolling district and will be funded by a contractual agreement with the enrolling district.

This coursework is being taken in addition to the regular district course work and the tuition will be paid by the student.

I am a private or homeschool student and will pay tuition for which I will be billed

Enter X or check one of the following:

Accepts credits based on MN Statue 124D.095

Enrolling district waives 50% online learning credit limit

A separate agreement has been made for exceeding 50% registration limit between the OLL provider and the enrolling district.

Enter X or check one of the following:

The student has notified the enrolling district before the midpoint of the current term. Midpoint Date: _____

The student has NOT notified the enrolling district before the midpoint of the current term, but we have elected to waive this requirement.

The student has NOT notified our district before the midpoint of the current term, and the student is responsible for the paying of tuition

Enter X or check if it applies:

The student has an active IEP on file If student has an active IEP please provide the following information:

Special Education Case Manager Name: _____ E-mail address: _____ Phone: _____

The student is receiving ELL services

I have shared the online learning course(s) syllabus with the enrolling district contact person.

Signature of OLL provider contact person: _____

Print name and title: _____ Date: _____

Please submit to enrolling district contact person

I have reviewed the course syllabus and the course(s) checked meet the enrolling district's graduation requirements.

Signature of enrolling district online learning contact person: _____

Print name and title: _____ Date notification received: _____

Date signed and returned to OLL Provider: _____

Schedule changes may not be made after the midpoint of enrolling district's term unless waived by both schools.

ATTN: Upon completion submit this form to the online learning provider in section II.

Media and Publicity Release Form

Student Name: _____

Date of Birth: _____

Minnesota Online High School (MNOHS) students are recognized throughout the school year for various academic and extracurricular accomplishments. With your/parental permission, the school acknowledges student achievements by sharing the news with the community via press releases in local newspapers, radio/television stations, and on the district/school website (to view the district website, go to www.mnohs.org).

Student work and/or achievements may include but are not limited to:

- Name and/or photograph of your student and/or your student's work
- Use of quotes and or interviews made by you and/or your student
- Slide, tape, video, and or computer-generated presentations which may incorporate photographs and clips of your student and/or your student's work

Minnesota Online High School may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year. These may include but are not limited to:

- Faculty and staff development activities
- Classroom activities/projects
- Parent programs
- Media festivals (local and state)
- Public relations / Radio / Newspaper articles / Television
- Open house events
- Minnesota Online High School website
- Site visits by accrediting and authorizing agencies

Check ONE:

- YES, I hereby GIVE my permission to Minnesota Online High School to publish my student's photograph and identification, as well as to publish my student's work or presentations (examples above) in any of Minnesota Online High School's media-based productions for any of the above stated purposes.

I also grant to right to edit, use and reuse said products for non-profit purposes including use in print, on the Internet, and all other forms of media. I also hereby release Minnesota Online High School and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

- NO, I hereby REFUSE to give Minnesota Online High School permission to publish my student's photograph, identification, and/or work in any of Minnesota Online High Schools media-based productions for the above stated purpose.

This Media and Publicity Release Form must be signed by the student (if over 18) or by the parent (if under 18). The Media and Publicity Release form can be reviewed and/or revised at any time by contacting the School Manager at 1-800-764-8166 x 102.

Student Signature (if over 18)

Parent or Guardian Signature (Student should sign if over 18)

Date

Please return this completed form to MNOHS.

Educational Use Agreement and Technical Support Release

The systems, equipment, software and technical support provided by MNOHS staff are provided to students for educational use during their enrollment at Minnesota Online High School (MNOHS). This document describes MNOHS policy about acceptable use of these resources.

Instructions: Please read the information below. Then complete and sign the form. "Undersigned" refers to the responsible person who signs the form).

Acceptable Educational Use: MNOHS provides access to its Learning Management System, its curriculum, selected external websites, and software (MNOHS systems) for students enrolled at MNOHS. By signing below, the undersigned acknowledges that any system, software, and equipment provided by MNOHS is solely for educational purposes and will not be used for personal use. By signing, the undersigned accepts full responsibility for the use of MNOHS-provided systems, software, and equipment. Also, they acknowledge that they read, understood and will comply with the Minnesota Online High School Acceptable Use Policy that is referenced below. The undersigned agrees that the student may get expelled from MNOHS if they create or transmit content with MNOHS systems that is found unacceptable under section V, "Unacceptable Uses", of the Minnesota Online High School Acceptable Use Policy. Please see Minnesota Online High School Acceptable Use Policy (524 System Access, Acceptable Use and Internet Safety Policy):

http://www.mnohs.org/images/Files/Internet_AUP_Policy.pdf

I acknowledge (for myself and on behalf of my student, if my student is under 18) that MNOHS staff will provide technical support for the use of MNOHS systems. This may include temporarily providing access and control of the student's computer to MNOHS staff via MNOHS supplied or recommended software or through physical means.

Indemnification: By signing below, I agree to defend, indemnify and hold harmless MNOHS against any and all liability, costs, and damages (including attorneys' fees) arising in connection with the student's use of MNOHS systems. This includes any claims of infringement, and/or MNOHS' provision of technical support to myself and/or my student.

Student Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Name of Responsible Person - *Parent / guardian or student over the age of 18* (print): _____

Signature of Responsible Person: _____ Date: _____

Relationship to Student: _____

Please return this completed form to MNOHS.

Permission and Release to Participate in Online Science Class

Instructions: Please read this form and sign below. **MNOHS cannot enroll the student in a Science Class without this signed permission and release.**

The undersigned Parent(s) or Guardian(s) of _____ (“Student,” together with Parent(s) or Guardian(s), “We”), do hereby consent to Student’s voluntary participation in any Minnesota Online High School (“MNOHS”) online science class or activity related thereto (“Science Class”). We understand and agree that Student’s participation in Science Class is voluntary, and that such Science Class is virtual in nature and not directly supervised by a MNOHS teacher or other school official, as would be the case in a traditional science class located on site at a bricks-and-mortar school. We further understand and agree that Student’s participation in Science Class includes the risk of injury, and that it is not possible for MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, to guarantee or otherwise assure the safety of Student. We understand and agree to assume all risk and liability for any and all injuries or damages resulting from or relating to Student’s participation in Science Class. We further understand and agree that prior to Student enrolling in Science Class, Student and his/her Parent(s) or Guardian(s) will review the safety requirements in the Flinn Safety Contract -- http://www.flinnsci.com/Documents/miscPDFs/Safety_Contract.pdf -- and will ask any questions or express any concerns about Student’s ability to follow these requirements to a MNOHS teacher or other school official.

As evidenced by our signature(s) below, and in return for Student’s opportunity to participate in Science Class, the undersigned Student, Parent(s) or Guardian(s) do unconditionally release and forever discharge MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, from any and all past, present or future claims, defenses, demands, obligations, actions, causes of actions, rights, damages, costs, liabilities, expenses and compensation of any nature, whether for compensatory or punitive damages, court costs or attorneys’ fees and whether based in tort, contract, or other theory of recovery (collectively, the “Claims” and individually, a “Claim”), or any other Claim that Student, Parent(s) or Guardian(s), has had, now has or claims to have, now or as may hereafter arise from or relating to Student’s participation in Science Class, whether known or unknown, direct or indirect, foreseen or unforeseen, fixed or contingent, liquidated or unliquidated, as of the date hereof. In the event any Claim or action is asserted by Student, Parent(s) or Guardian(s), Student, Parent(s) or Guardian(s) understand and agree that this full release acts a total and complete bar to recovery or relief by Student, Parent(s) or Guardian(s) and Student, Parent(s) and Guardian(s) each agree to be jointly and severally liable for MNOHS’ reasonable attorneys’ fees and costs incurred to defend such Claim or action.

Date: _____

Student Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____
(If student is under 18)

Parent/Guardian Signature: _____
(If student is under 18)

Please return this completed form to MNOHS.

Permission and Release to Participate in Online Physical Education (PE) Class

Instructions: Please read this form and sign below. **MNOHS cannot enroll the student in a Physical Education (PE) class without this signed permission and release.**

The undersigned Parent(s) or Guardian(s) of _____ (“Student,” together with Parent(s) or Guardian(s), “We”), do hereby consent to Student’s voluntary participation in any Minnesota Online High School (“MNOHS”) online physical education class or activity related thereto (“PE Class”). We understand and agree that Student’s participation in PE Class is voluntary, and that such PE Class is virtual in nature and not directly supervised by a MNOHS teacher or other school official, as would be the case in a traditional physical education class located on site at a bricks-and-mortar school. We further understand and agree that Student’s participation in PE Class includes the risk of injury, and that it is not possible for MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, to guarantee or otherwise assure the safety of Student. We understand and agree to assume all risk and liability for any and all injuries or damages resulting from or relating to Student’s participation in PE Class. We further understand and agree that prior to Student enrolling in PE Class, Student and his/her Parent(s) or Guardian(s) will ask any questions or express any concerns about Student’s health in relation to PE Class to a MNOHS teacher or other school official. We understand and agree that Student must obtain a satisfactory physical from a licensed physician prior to Student’s participation in PE Class.

As evidenced by our signature(s) below, and in return for Student’s opportunity to participate in PE Class, the undersigned Student, Parent(s) or Guardian(s) do unconditionally release and forever discharge MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, from any and all past, present or future claims, defenses, demands, obligations, actions, causes of actions, rights, damages, costs, liabilities, expenses and compensation of any nature, whether for compensatory or punitive damages, court costs or attorneys’ fees and whether based in tort, contract, or other theory of recovery (collectively, the “Claims” and individually, a “Claim”), or any other Claim that Student, Parent(s) or Guardian(s), has had, now has or claims to have, now or as may hereafter arise from or relating to Student’s participation in PE Class, whether known or unknown, direct or indirect, foreseen or unforeseen, fixed or contingent, liquidated or unliquidated, as of the date hereof. In the event any Claim or action is asserted by Student, Parent(s) or Guardian(s), Student, Parent(s) or Guardian(s) understand and agree that this full release acts a total and complete bar to recovery or relief by Student, Parent(s) or Guardian(s) and Student, Parent(s) and Guardian(s) each agree to be jointly and severally liable for MNOHS’ reasonable attorneys’ fees and costs incurred to defend such Claim or action.

Date: _____

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____
(If student is under 18)

Parent/Guardian Signature: _____
(If student is under 18)

Please return this completed form to MNOHS.

MNOHS Pace Charts 2014-2015

What is the pace chart and why does MNOHS have one?

The pace chart shows students what to work on in courses and maps out how they can stay on track for success. In most MNOHS courses, your learning activities and assignments are organized into weekly folders. Most courses are sixteen weeks long and are broken into Part 1 (Weeks 1-8) and Part 2 (Weeks 9-16). Some courses are only eight weeks long.

Your schedule is made according to your graduation plan, so in the same quarter you may be taking:

- Part 1 of some courses
- Part 2 of some courses
- Parts 1 and 2 (block schedule) of some courses

The pace charts below will help you to stay on top of your coursework and to know what you should be working on, depending on your course schedule and the date. **Students who follow the pace chart are successful as online learners!**

How do I know which part of a course I am enrolled in?

Please check your schedule in Infinite Campus. Study the title of the course and make sure you understand what weekly folders you should be working on in each course. Remember, the weeks you work on may be different for each course.. **If you have any questions about what you should be working on or any difficulty keeping the pace**, please contact your course teacher(s) and counselor immediately. Students with IEPs, please contact your IEP manager.

What is the start date of each course week?

In most courses, weekly folders are made available (“unlocked”) one week at a time so that students can focus on what they need to do now and not worry about what’s next. Folders are unlocked by 8:00 a.m. on the start dates listed below.

However, if you are working on Part 1 of a course while other students are working on Part 2, you may see everything unlocked. No matter what you are working on, it’s very important that you pay attention to your own schedule, take the learning activities and assignments for your part of the course in order, and ignore everything else—unless your teacher individually asks you to do an assignment out of order.

What should I do on the start date of each course week?

- Scan all the assignments first and also check each course’s syllabus. That way you can prepare for longer assignments and make sure you understand what’s expected of you for the week.
- Plan to work on each MNOHS course a little bit each day. That way you can have the time to use teacher feedback to improve your work before the course week end date.
- Successful students ask questions! The **start date** is a great time to address any questions you might have about your assignments.

What is the end date of each course week?

The end date is **not** the “due date”! At MNOHS you are expected to spend 60-90 well-focused minutes per day on each of your courses. **Please submit each assignment as soon as you complete it so that your teacher can confirm that you are understanding your assignments and can offer you extra help if you need it.** The purpose of the end date is to show students where they need to be in the course to be on track for passing.

The sooner you submit your work, the sooner you can receive feedback from your teacher and revise your work if needed.

What if I can't stay on pace?

Each MNOHS teacher has his or her own late work policy. Please make sure you understand the policy in each course and check with your teacher if you know you will be late with an assignment. If you are repeatedly late, please talk to your teachers and counselor about extra supports available to you as a MNOHS student.

What is the length of each course week?

- At MNOHS, all course weeks have a minimum of five instructional days—that is, days that your teacher is expected to be online.
 - All course weeks contain at least one weekend. This gives you the opportunity plan your work according to your schedule and catch up on some of your assignments, although your teacher may not be online on the weekends.
 - Some course weeks contain a MNOHS holiday or break. You can use holidays or breaks to complete and submit work, but your teacher is not required to be online.
 - **Important:** MNOHS holidays and breaks are noted on the pace charts below and on the MNOHS calendar. All other days during the school year, you are expected to be online and to be working 60-90 minutes per day per course or 5-7 hours per week **in each MNOHS course**. If you are attending another school which has a school break at a different time than MNOHS, please make sure that you are using the pace charts to stay on track. Contact your teacher or counselor if you need to make any special arrangements.
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What are the workshop days at the beginning of each quarter?

These are days that you are required to log in to the Student Activities course to complete learning activities that will help you to succeed in all of your MNOHS courses. Some activities are designed for students new to MNOHS and some are designed for returning students.

What are the project days at the end of each quarter?

These are days that you are required to log in to each of your courses to complete final projects and assessments. Please check with your teachers about what is expected of you these days.

MNOHS Pace Chart – Quarter 1 - 2014-2015

Remember, it is important to take the weekly folders and the assignments within each folder in order—unless your teacher gives you permission to skip assignments. If you start late or must miss school, please contact your teacher ASAP for help getting caught up.

Start date	End date	Folder you should complete:			Notes
		If you are working on Part 1	If you are working on Part 2	If you are working on Parts 1 and 2 (block schedule)	
Thur 9/4	Fri 9/5	Quarter 1 Student Workshop Days			Log into Student Activities to find what you need to do.
Mon 9/8	Sun 9/14	Getting Started & Week 1	(Getting Started if needed) Week 9	Getting Started & Weeks 1 & 2	If you are new to a course this quarter, please see the “Getting Started” folder in each course.
Mon 9/15	Sun 9/21	Week 2	Week 10	Weeks 3 & 4	Fri 9/19 is the drop/add deadline .
Mon 9/22	Sun 9/28	Week 3	Week 11	Weeks 5 & 6	
Mon 9/29	Sun 10/5	Week 4	Week 12	Weeks 7 & 8	
Mon 10/6	Sun 10/12	Week 5	Week 13	Weeks 9 & 10	
Mon 10/13	Sun 10/19	Week 6	Week 14	Weeks 11 & 12	
Mon 10/20	Sun 10/26	Week 7	Week 15	Weeks 13 & 14	
Mon 10/27	Sun 11/2	Week 8	Week 16	Weeks 15 & 16	
Mon 11/3	Wed 11/5	Project days and Quarter 1 wrap-up			Check with your teacher for assignments you’ll need to complete on these days in each of your courses .

MNOHS Pace Chart – Quarter 2 - 2014-2015

Remember, it is important to take the weekly folders and the assignments within each folder in order—unless your teacher gives you permission to skip assignments. If you start late or must miss school, please contact your teacher ASAP for help getting caught up.

Start date	End date	Folder you should complete:			Notes
		If you are working on Part 1	If you are working on Part 2	If you are working on Parts 1 and 2 (block schedule)	
Mon 11/10	Tue 11/11	Quarter 2 Student Workshop Days			Log into Student Activities to find what you need to do.
Wed 11/12	Tue 11/18	Getting Started & Week 1	(Getting Started if needed) Week 9	Getting Started & Weeks 1 & 2	If you are new to a course this quarter, please see the “Getting Started” folder in each course.
Wed 11/19	Tue 11/25	Week 2	Week 10	Weeks 3 & 4	Mon 11/24 is the drop/add deadline .
Wed 11/26	Thu 12/4	Week 3	Week 11	Weeks 5 & 6	Nov 27 – 28 is Thanksgiving break.
Fri 12/5	Thu 12/11	Week 4	Week 12	Weeks 7 & 8	
Fri 12/12	Thu 12/18	Week 5	Week 13	Weeks 9 & 10	
Fri 12/19	Mon 1/5	Week 6	Week 14	Weeks 11 & 12	This is a split week. There are three instructional days before Winter Break (Dec 24 – Jan 1) and two instructional days after.
Tue 1/6	Mon 1/12	Week 7	Week 15	Weeks 13 & 14	
Tue 1/13	Mon 1/19	Week 8	Week 16	Weeks 15 & 16	
Tue 1/20	Thu 1/22	Project days and Quarter 2 wrap-up			Check with your teacher for assignments you’ll need to complete on these days in each of your courses .

MNOHS Pace Chart – Quarter 3 - 2014-2015

Remember, it is important to take the weekly folders and the assignments within each folder in order—unless your teacher gives you permission to skip assignments. If you start late or must miss school, please contact your teacher ASAP for help getting caught up.

Start date	End date	Folder you should complete:			Notes
		If you are working on Part 1	If you are working on Part 2	If you are working on Parts 1 and 2 (block schedule)	
Fri 1/30	Mon 2/2	Quarter 3 Student Workshop Days			Log into Student Activities to find what you need to do.
Tue 2/3	Mon 2/9	Getting Started & Week 1	(Getting Started if needed) Week 9	Getting Started & Weeks 1 & 2	If you are new to a course this quarter, please see the “Getting Started” folder in each course.
Tue 2/10	Mon 2/16	Week 2	Week 10	Weeks 3 & 4	Wed 2/11 is the drop/add deadline .
Tue 2/17	Mon 2/23	Week 3	Week 11	Weeks 5 & 6	
Tue 2/24	Mon 3/2	Week 4	Week 12	Weeks 7 & 8	
Tue 3/3	Mon 3/9	Week 5	Week 13	Weeks 9 & 10	
Tue 3/10	Mon 3/16	Week 6	Week 14	Weeks 11 & 12	
Tue 3/17	Mon 3/23	Week 7	Week 15	Weeks 13 & 14	
Tue 3/24	Mon 3/30	Week 8	Week 16	Weeks 15 & 16	
Tue 3/31	Thu 4/2	Project days and Quarter 3 wrap-up			Check with your teacher for assignments you’ll need to complete on these days in each of your courses .

MNOHS Pace Chart – Quarter 4 - 2014-2015

Remember, it is important to take the weekly folders and the assignments within each folder in order—unless your teacher gives you permission to skip assignments. If you start late or must miss school, please contact your teacher ASAP for help getting caught up.

Start date	End date	Folder you should complete:			Notes
		If you are working on Part 1	If you are working on Part 2	If you are working on Parts 1 and 2 (block schedule)	
Tue 4/7	Wed 4/8	Quarter 4 Student Workshop Days			Log into Student Activities to find what you need to do.
Thu 4/9	Wed 4/15	Getting Started & Week 1	(Getting Started if needed) Week 9	Getting Started & Weeks 1 & 2	If you are new to a course this quarter, please see the “Getting Started” folder in each course.
Thu 4/16	Wed 4/22	Week 2	Week 10	Weeks 3 & 4	Wednesday 4/22 is the drop/add deadline .
Thu 4/23	Wed 4/29	Week 3	Week 11	Weeks 5 & 6	
Thu 4/30	Wed 5/6	Week 4	Week 12	Weeks 7 & 8	
Thu 5/7	Wed 5/13	Week 5	Week 13	Weeks 9 & 10	
Thu 5/14	Wed 5/20	Week 6	Week 14	Weeks 11 & 12	
Thu 5/21	Thu 5/28	Week 7	Week 15	Weeks 13 & 14	
Fri 5/29	Thu 6/4	Week 8	Week 16	Weeks 15 & 16	May 25 is a holiday.
Fri 6/5	Tue 6/9	Project days and Quarter 4 wrap-up			Check with your teacher for assignments you’ll need to complete on these days in each of your courses .

Graduation 2014 – Saturday, June 13