













## Checklist for Comprehensive Students



### Forms that Confirm Enrollment

-  Learning Support Agreement (LSA)
-  Proof of Residency (POR)

### Registration Packet Forms

-  Application for Educational Benefits - *We don't provide a lunch service. However, this "free and reduced lunch form" allows MNOHS to receive funds and apply for grants to assist students and families with limited income. This information is kept confidential in accordance with State and Federal law.*
-  Educational Use Agreement and Technical Support Release Form
-  Proctor and Student signature Form – Performance Series Assessments (page 3 of *Performance Series Proctor Guidelines*)
-  Permission and Release to Participate in Online Physical Education Class
-  Permission and Release to Participate in Online Science Class
-  Media and Publicity Release Form
-  Family Educational Rights and Privacy Act (FERPA) Form
-  Student Demographic Survey: Racial and Ethnic Data
-  Home Language Survey – *Minnesota Statute 120.095 requires that schools count and report the primary languages of their students.*
-  MNOHS Student Group Opt-Out Form – *MNOHS will assume your student may participate in counselor-led student groups unless you return this form.*

### Documents to Read and Save

-  Performance Series Proctor Guidelines
-  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 [studentrecords@mail.mnohs.org](mailto:studentrecords@mail.mnohs.org).

### Information for Submitting Completed Registration Forms

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

Thank you for applying to MNOHS. To secure your place at MNOHS, you must **confirm** your application **before** the deadline listed below.

<b>Term:</b>	<b>Term Start Date:</b>	<b>Deadline</b>
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

*Please note: It may take 3 – 5 business days to process your application once it has been confirmed.*

**To confirm your application:**

- Carefully review this document and our student and parent handbooks [see [www.mnohs.org/policies](http://www.mnohs.org/policies)].
- Sign and return the **Learning Support Agreement (LSA)**. It is at the end of this document. (If you are under age 18, your parent/guardian must also sign. You will not be enrolled at MNOHS unless we have your parent/guardian signature.)
- Include a **Proof of Residency (POR)**. A proof of residency has your address clearly labeled. It may include a **current** utility bill, lease or purchase agreement.

*PLEASE NOTE: If you physically live outside of Minnesota or plan to move outside of Minnesota for more than 15 days, you are no longer considered a resident of Minnesota (even if you continue to pay income and/or property taxes). If you are not a Minnesota resident you cannot enroll at MNOHS as a comprehensive student. However, you may enroll as a tuition student.*

**INTRODUCTION AND INSTRUCTIONS**

This document has two purposes:

- **Learning Support Agreement (LSA)** – The LSA confirms that both teachers and students are taking their commitment to the courses seriously and making their work in the courses a priority.
- **Application Confirmation** – The applicant is considered enrolled at MNOHS when MNOHS receives the signed LSA and POR.

**Instructions:**

1. Read the Learning Support Agreement (LSA) below.
2. Sign the LSA in the space provided. (If the applicant is 18 years or younger, their parent/guardian must also sign.)

*Please note:* Your signature (and that of your parent or guardian) confirms that you have read the Learning Support Agreement and the MNOHS handbooks. It also confirms that you accept these terms and wish to enroll at MNOHS.

If you are age 18 or older, we would like your permission to communicate with a parent or guardian about your enrollment and progress.

Make sure to print out the Student and Parent Handbooks and school policies. Keep them in a loose leaf course notebook or course folder as a convenient reference and reminder.

Thank you,  
 The MNOHS Administration and Faculty

**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 this document, 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:

- Participating in school assessments such as Performance Series, MCA's (Minnesota Comprehensive Assessments), and GRAD's (Graduation Required Assessments for Diploma) is an expectation for attending this school;
- 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;
- Enrolling after a term's start date may result in a reduced course load and reduced number of credits I can earn for that term;
- Attendance is defined as "making continuous progress." Failure to submit assignments of sufficient quality to earn credit will count as not attending school. Non-attendance could result in a referral to my county's truancy officer;
- Failure to complete orientation activities will impact my ability to successfully complete my courses;
- Course grades are posted to my official transcript at the end of each eight-week quarter;
- 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 questions about any of these statements, please contact Elissa Raffa, MNOHS Executive Director or [e.raffa@mail.mnohs.org](mailto:e.raffa@mail.mnohs.org) or 1-800-764-8166 x103.

**Please sign below. Send the signed form to:**

Minnesota Online High School  
2314 University Ave W, Suite 10  
Saint Paul, Minnesota 55114-1863  
[studentrecords@mail.mnohs.org](mailto:studentrecords@mail.mnohs.org)  
Fax 1-866-586-2870

**LSA SIGNATURE PAGE**

Please return **this page** and **your proof of residency** to confirm your application. Note: We CANNOT enroll an applicant until we receive both this page and a proof of residency (current utility bill, lease, etc.).

I/we have read and agree to the complete contents of the MNOHS Student and Parent Handbooks and the MNOHS Learning Support Agreement. I want to confirm my application to MNOHS, and to continue with the enrollment and orientation process.

Student: \_\_\_\_\_  
(signature) (printed name)

Date: \_\_\_\_\_

**If you are under the age of 18, your parent's signature is also required on this form:**

\_\_\_\_\_  
(signature) (printed name)

Date \_\_\_\_\_ Please check which applies: **Parent** \_\_\_\_\_ **Guardian** \_\_\_\_\_

**Students 18 or older must complete this section.**

- Yes, MNOHS can contact my \_\_\_Mother \_\_\_Father \_\_\_ Guardian  
at the following phone number \_\_\_\_\_ and email address \_\_\_\_\_. MNOHS may give them access to my school records (attendance and grades).
- No, please don't share information about my enrollment and progress with my parent(s).

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for submitting this form and the Proof of Residency**

Please send both forms to MNOHS by the deadline listed on page one of this document. Use any of the methods listed below:

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

*Please note: It may take 3 – 5 business days to process your application before we can enroll you in our school.*

## Application for Educational Benefits

### Instructions:

1. Please read the following information about how educational benefits serve MNOHS.
2. Look at page 2 of this document, "Instructions for Completing the *Application for Educational Benefits*". Use the guidelines at the top of the page to determine if your household needs to complete the *Application for Educational Benefits* form.
3. Complete the *Application for Educational Benefits* form if necessary.

### I go to an online school. Why complete a free or reduced lunch form?

MNOHS does not provide a lunch or breakfast program. However, our online school receives revenue based on the number of students who qualify for free or reduced price meals. This money is used for academic programming and support programs. Therefore, it is important for eligible households to complete an *Application for Educational Benefits* form. MNOHS also uses the form to determine need for access to emergency computer loans, Internet stipends, and waiver of damage deposits for school equipment and books.

### My family needs help. Are there programs we might apply for?

There are state food security programs such as SNAP and TANF. Please contact your local county assistance office (see <http://tinyurl.com/3t5wnv2>) or call the Minnesota Food HelpLine at 1-888-711-1151.

### I don't think my family would qualify.

The funding from the state's educational benefit program is very important to our school. As a result, it is **very important** that all families check the guidelines to see if they need to apply. See the income guidelines on the top of page 2 to determine if your household should apply.

### There is a lot of confidential data. What will you do with the form and its information?

All of your information is kept confidential. Only the MNOHS School Manager and Executive Director have access to it. To receive the funding, we only notify the Minnesota Department of Education of the students who qualify for free and reduced meals. We do not share your form. Following state and federal laws, we may also share your eligibility with education, health, and nutrition programs. This information helps them evaluate, fund or determine benefits for their programs, and also monitor whether programs are following the proper rules.

### Questions?

Please contact Elissa Raffa, Executive Director: 1-800-764-8166 x 103 or [e.raffa@mail.mnohs.org](mailto:e.raffa@mail.mnohs.org).

## Instructions for Completing the Application for Educational Benefits

Complete the *Application for Educational Benefits* form for school year 2014-15 if any of the following apply to your household:

- Any household member currently participates in the *Minnesota Family Investment Program* (MFIP), or the *Supplemental Nutrition Assistance Program* (SNAP), or the *Food Distribution Program on Indian Reservations* (FDPIR), or
- One or more children in the household are foster children (a welfare agency or court has legal responsibility for the child), or
- Total household income (gross earnings, not take-home pay) is within these guidelines:

Maximum Total Income

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	21,590	1,800	900	831	416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
Additional	7,511	626	313	289	145

### Children and Foster Status

- List all children in the household in Section 2. Check the box if a child is in foster care.
- Include any regular income, for example SSI, to children other than foster children. Do not list occasional earnings like babysitting.

**Case Number** Complete Section 3 if any household member currently participates in one of the programs listed in that section. If Section 3 is completed, skip Section 4 (adult names and incomes).

**Adults / Incomes** In section 4, list all adult household members, whether related or not (such as grandparents, other relatives, or friends). Include an adult who is temporarily away, such as a student away at college. Do not complete Section 4 if a case number was provided in Section 3, or if the application is for foster children only.

For each adult household member, list their gross incomes (not take-home pay) and how often each income is received. For example write in "W" for weekly income or "BW" for bi-weekly (every two weeks).

- List gross incomes before deductions.
- For farm/self-employment income only, list net income after subtracting business expenses.
- If an income varies, list the amount usually received. Include overtime if it is usually received.
- Examples of "other income" to include in the last column are farm/self-employment, Veterans benefits and disability benefits.
- Check the "No Income" column after a person's name if they have no income.

Do *not* include as income: foster care payments, federal education benefits, MFIP payments, combat pay, or value of assistance received from SNAP, WIC, FDPIR or Military Privatized Housing Initiative.

**Signature** The form must be signed by an adult household member in section 6.

**Last Four Digits of Social Security Number** The person signing the application must provide the last four digits of their Social Security number in Section 6. The Social Security number is not needed if a qualifying case number is provided in Section 3, or all children in the household who need school meal benefits are foster children, or the person signing the application does not have a Social Security number and has indicated this in Section 6.

### Application for Educational Benefits

#### School Meal Benefits • School Year 2014-15 • State and Federally Funded Programs

1.  Check here if this is the first application at this school district or nonpublic school for any child listed below.

2. Names of all Children in Household *including Foster Children*. Attach additional page if necessary.

Last Name	First Name	Date of Birth Month/Day/Year	Grade	School	✓ if Foster Child*	Any Regular Income to Child Example: SSI
					<input type="checkbox"/>	\$ ___ per ___
					<input type="checkbox"/>	\$ ___ per ___
					<input type="checkbox"/>	\$ ___ per ___
					<input type="checkbox"/>	\$ ___ per ___
					<input type="checkbox"/>	\$ ___ per ___

**3. Benefits (if applicable)**

If any household member receives benefits from a program listed below, write in the name of the person and case number, check the appropriate box, and skip Section 4.

Name _____	Case Number _____
<input type="checkbox"/> Minnesota Family Investment Program (MFIP)	
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	
<input type="checkbox"/> Food Distribution Program on Indian Reservations	
- Medical Assistance and WIC do not qualify -	

\* Child is the legal responsibility of a welfare agency or court. If all children applied for are foster children, skip Sections 3 and 4.

**4. Names of all Adults in Household** (all household members not listed in Section 2) **and Incomes**

Include all adults living in your household, related or not. Write in each gross income and how often it is received: **weekly (W)**, **bi-weekly** (every other week) (**BW**), **twice per month (TM)**, **monthly (M)**. **Do not write in hourly pay**. If income fluctuates, write in the amount normally received. Attach additional page if necessary.

Last Name	First Name	✓ if NO income	Gross Wages/ Salaries—all jobs (before deductions)	Pension, SSI, Retirement, Social Security	Public Assistance, Child Support, Alimony	Unemployment, Worker's Comp, Strike Benefits	Any Other Income, including <i>net</i> Farm/ Self-Employment
		<input type="checkbox"/>	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___
		<input type="checkbox"/>	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___
		<input type="checkbox"/>	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___	\$ ___ per ___

5. If your children are approved for school meal benefits, this information may be shared with Minnesota Health Care Programs to identify children who are eligible for Minnesota health insurance programs. Leave the box blank to allow sharing of information.  Do not share information for this purpose.

6. I certify (promise) that all information furnished on this application is true and correct, that all household members and incomes are reported, that application is made for school meal benefits paid for with federal funds, that the school may receive state funds based on the information on the application, that school officials may verify the information on the application, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Signature of Adult Household Member (required) \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security number – last 4 digits (required if Section 4 is completed): \* \* \* - \* \* - \_\_\_\_ OR  I don't have a Social Security number

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Office Use Only**

Total Household Size: \_\_\_\_\_ Total Income: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Approved (check all that apply):  Case Number – Free  Foster – Free  
 Income – Free  Income – Reduced-Price  
 Denied:  Incomplete  Income Too High  Other: \_\_\_\_\_  
 Signature – Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_  
 Change Status To: \_\_\_\_\_ Reason: \_\_\_\_\_ Withdrawn: \_\_\_\_\_

**Office Use Only**

Date Verification Sent: \_\_\_\_\_ Response Due: \_\_\_\_\_ 2<sup>nd</sup> Notice: \_\_\_\_\_  
 Result:  No Change  Free to Reduced-Price  Free to Paid  
 Reduced-Price to Free  Reduced-Price to Paid  
 Reason for Change:  Income  Case number not verified  
 Foster not verified  Refused Cooperation  Other: \_\_\_\_\_  
 Signature – Verifying Official: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature – Confirming Official: \_\_\_\_\_ Date: \_\_\_\_\_



### **Privacy Act Statement / How Information Is Used**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give this information but if you do not, we cannot approve your child for free school meals. You must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number is not required when you apply on behalf of a foster child, or you list a number for the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) or when you indicate that the adult household member signing the application does not have a Social Security number.

We will use your information to determine if your child qualifies for free school meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your information with education, health, and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Children who qualify for free school meals may qualify for Minnesota Health Care Programs. Your child's status for school meals may be shared with Minnesota Health Care Programs unless you tell us not to share your information by checking the box in Section 5 of the application. You are not required to share information for this purpose and your decision will not affect approval for school meal benefits.

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to the Minnesota Department of Education as required by state law. The Minnesota Department of Education uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

### **Nondiscrimination Statement**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, [complete the USDA Program Discrimination Complaint Form](#), found online at [USDA Complaint Filing website](#), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Children's Ethnic and Racial Identity (Optional)**

Please provide the following information, which is used to determine the school's compliance with civil rights laws. If the information is left blank, a representative of the school is required to identify the ethnic and racial identity of participants for civil rights reporting.

1. Choose one ethnicity:
  - Hispanic/Latino
  - Not Hispanic/Latino
2. Choose one or more races (regardless of ethnicity):
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or other Pacific Islander
  - White

## 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](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.*

## Performance Series Proctor Guidelines

The Performance Series is an assessment used by MNOHS to gather information about students' reading and math skills. Students take the assessment online, from their computers. This is a web-based, standardized test. As a result, a responsible adult (proctor) must be present during testing. These guidelines are designed to help assure a successful testing session.

### Instructions:

1. Both the proctor (responsible adult) and the student must read this document. When finished reading, put the "Performance Series Guidelines" (page 1 & 2) in a safe place for future reference.
2. Both the proctor and student must sign the "Proctor and Student Signature" form (page 3) and submit it to MNOHS.

### Performance Series Assessments

Two or three times a year MNOHS students will take the Performance Series tests in reading and math. We use the test results to:

- determine where students need to start working in math and language arts (i.e. course placement).
- provide students, their parent/guardian, and teachers with information on skills and progress in these areas
- periodically check how well MNOHS is serving students.

### Details

- The tests are two tests, Math and Reading. The tests are untimed. We suggest you allow one hour for each test.
- Students do not need to complete the tests in one sitting.
- The tests are taken from your home computer.
- The student must have a responsible adult supervise (proctor) them when taking the tests. The proctor must read this document and sign the "Proctor and Student Signature" form (page 3).

### Proctor Role

We at MNOHS are asking a responsible adult to agree to proctor this test. As the proctor, we ask you to agree to the following:

#### ***Before Testing***

- Assume the responsibility of preparing your student to test.
  - Make sure your student is well rested and properly nourished.
  - Prepare your student by talking to him or her about the test and its goals.
- Prepare the testing environment prior to testing.

- Make sure your student will be comfortable during the testing. The room should be free of distractions (i.e. telephones, glaring sun, other activities).
- Turn off radios or televisions.
- Provide appropriate materials
  - For the math test, supply scratch paper and pencil.
  - Remind your student that they CANNOT use textbooks, dictionaries, or online resources while testing. One purpose of the test is to determine their skill level when working on their own.

### ***During Testing***

- Help your student to access the test online. Confirm the student's name when it appears on the screen. (The web address and log in information will be e-mailed before the testing window opens.)
- Remain in the room with your student throughout the testing session. However, make sure that your student is working alone on the test, without assistance or coaching.
- If your student needs to take a break, they can log back in and pick up where they left off.
- Please avoid:
  - Helping your student with problems that are too difficult for them
  - Reading any part of the tests to your student
  - Helping your student narrow their answer choices
  - Hovering over your student while they are testing

### **Problems / Concerns?**

- Report any problems with test questions. (Examples of problems include missing answers, questions, or obviously mismatched question and answer items.) Record the name of the test, the question number and describe the problem. Share this information with Jennie Mulhern, School Manager & District Assessment Coordinator: [j.mulhern@mail.mnohs.org](mailto:j.mulhern@mail.mnohs.org) or 1-800-764-8166 x102.

***Remember, you are vital to the testing process! Your student will probably do better in testing locations that are quiet and isolated.***

## Proctor and Student Signature Form – Performance Series Assessments

### Instructions:

Sign this form after reading the “Performance Series Proctor Guidelines” (page 1 and 2).

Submit this form to MNOHS. (Keep the copy of “Performance Series Proctor Guidelines” for future reference.)

### Proctor Verification and Agreement

I have read the Performance Series Proctor Guidelines included in the MNOHS Registration Packet. By signing below, I agree to follow and abide by the above guidelines. I also agree to take all necessary and appropriate actions to preserve the integrity of the testing instrument and environment.

Proctor Name (print): \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Verification and Agreement

I agree to abide by the guidelines explained in the Performance Series Proctor Guidelines. I agree to respect this testing event as a secure, monitored testing environment and observe appropriate testing behaviors.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*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](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.*

## 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](http://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.



## Family Educational Rights and Privacy Act (FERPA)

*Note: This is an optional form*

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights of privacy regarding the maintenance and disclosure of educational records. In accordance with FERPA, you have the right to prevent disclosure of **personally identifiable information** contained in your educational records. Disclosure of information from your or your student's educational records to other persons will occur only if:

- we have your prior written consent for disclosure;
- the information is considered "**directory information**" (see below) and you have not objected to release of such information or;
- disclosure without your prior consent is permitted by law, including:
  - MNOHS may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
  - MNOHS shall disclose, without your consent, educational records to other government entities required by law and officials of another school district in which a student seeks to enroll or intends to enroll.

### Notice of Directory Information:

Directory information is information that is generally not considered harmful or an invasion of privacy if released, and can be disclosed to some outside organizations without a parents' prior written consent. **Outside organizations include, but are not limited to, companies that manufacture class rings, yearbooks, etc.**

MNOHS has designated the following information as directory information:

Student's name, address, telephone number	Participation in school sponsored activities and sports
Photograph	Weight and height of members of athletic teams
Grade level	Degrees, honors, and awards received
Dates of attendance	The most recent educational agency or institution attended
Major field of study	Date and place of birth

If you check the box below, you/your student's name **WILL BE ELIMINATED** from all school activity programs and publications: this includes omission from the school directory, school yearbook, playbills, sports programs, graduation ceremony rosters, etc.

I DO NOT GRANT permission for the disclosure of **ANY directory information** regarding my child.

If you have any questions about how your student's information is used, please call Elissa Raffa, Executive Director: 1-800-764-8166 x 103 or [e.raffa@mail.mnohs.org](mailto:e.raffa@mail.mnohs.org)

\_\_\_\_\_  
Student Signature (if over 18)

\_\_\_\_\_  
Parent or Guardian Signature (if under 18)

\_\_\_\_\_  
Date

Please return this completed form to MNOHS.

## Student Demographic Survey: Racial and Ethnic Data

As of October 19, 2007, all public schools are required to collect and report staff and student racial and ethnic data to the U.S. Department of Education. This data is only collected to comply with the federal and state civil rights laws.

### Racial and Ethnicity Categories:

1. Hispanic/Latino – those having origins in the Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
2. American Indian or Alaskan Native – those having origins in any of the original peoples of North and South America (including Central America) and maintain cultural identification through tribal affiliation or community recognition.
3. Asian – those having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. (Example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
4. Black, not of Hispanic Origin, or African American – those having origins in any of the Black racial groups of Africa.
5. Native Hawaiian or other Pacific Islander – those having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
6. White, not of Hispanic Origin – those having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Student Data

Please review the information and descriptions above to answer the following survey questions:

Are you Hispanic/Latino                                YES      or      NO

Which race(s) do you consider yourself? (This can be more than one.):

American Indian or Alaska Native	YES	or	NO
Asian	YES	or	NO
Black or African American	YES	or	NO
Native Hawaiian or Other Pacific Islander	YES	or	NO
White	YES	or	NO

\*\* Again, collection of this data is for the sole purpose of compliance with the federal and state civil rights laws only. The information will be kept confidential and not used for any other purpose.\*\*

For more information, please see: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form to MNOHS.

## Home Language Survey – District 4150

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Level: \_\_\_\_\_

### Dear Parent or Guardian:

Minnesota Statute 120.095 requires that schools count and report the primary languages of their students. This assists school districts in providing an equal opportunity for a meaningful education to all students. "Primary Language" is defined as: the language the student learned when he or she first began to talk, the language that is usually spoken in the student's home or the language that the student usually speaks.

Please complete the following questions, even if English is the only language usually spoken by members of your family. Your answers will remain confidential.

**Instructions:** Please mark the box  for the most appropriate answer.

- Which language did your child learn first?  English  Other \_\_\_\_\_
- Which language is most often spoken in your home?  English  Other \_\_\_\_\_
- Which language does your child usually speak?  English  Other \_\_\_\_\_
- Will you need an interpreter to communicate with your child's teacher or the school office?  Yes  No  
Can you provide your own interpreter (English-speaking family member or friend)?  Yes  No  
Do you need the school to provide an interpreter for you?  Yes  No

By signing below, you I verify that the above information is true and correct to the best of your knowledge and belief.

\_\_\_\_\_  
Parent or Guardian Name (printed)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

*Please return this completed form to MNOHS.*

## MNOHS Student Group Opt-Out Form

As we all know, life can be stressful. Students experiencing stress can struggle physically, emotionally, socially, and academically. Minnesota Online High School (MNOHS) offers optional support groups for students:

- To provide MNOHS students with a supportive and confidential environment where they can talk about topics that are affecting their daily lives
- To build connections with other students who are dealing with similar issues
- To explore healthy ways to deal with stress

### Group Format

Groups typically meet online, once a week, for about 8 weeks. Our Licensed School Counselors facilitate these sessions. Information about groups will be sent out during the school year. Interested students are asked to contact their counselor if they would like to join.

**Questions, Comments or Concerns?** Please contact Monica or Susan:

Students with Last Names A-L: Susan Matheson:

Students with Last Names M-Z: Monica Potter

[s.matheson@mail.mnohs.org](mailto:s.matheson@mail.mnohs.org) or 1-800-764-8166 x105

[m.potter@mail.mnohs.org](mailto:m.potter@mail.mnohs.org) or 1-800-764-8166 x110

## Opt-Out Form

**Instructions:** Complete, sign and submit this form ONLY IF:

- You are the parent/guardian of a student under age 18, AND
- You do not give permission for your student to participate in a MNOHS support group.

**Permission to attend groups** – *If your student is under 18 years old and you do not return this form, we will assume the student has permission to participate in a MNOHS support group (if the student chooses to do so).*

**Opt-out** - If you **do not wish** to give the student permission to participate in a support group offered, please sign and return this form within 5 business days. You may also return this form at any time once school starts.

**Questions or Concerns about the Opt-Out policy?** Contact Elissa Raffa, Executive Director: [e.raffa@mail.mnohs.org](mailto:e.raffa@mail.mnohs.org) or 1-800-764-8166 x103.

**No**, I do not give my student permission to participate in a support group run by MNOHS licensed School Counselors.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent /Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*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!**

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## 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.

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## 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.

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## 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.

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### 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.

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### 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.

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### 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 <b>drop/add deadline</b> .
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			<b>Check with your teacher</b> for assignments you’ll need to complete on these days <b>in each of your courses</b> .

## 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 <b>drop/add deadline</b> .
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			<b>Check with your teacher</b> for assignments you’ll need to complete on these days <b>in each of your courses</b> .



## 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 <b>drop/add deadline</b> .
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			<b>Check with your teacher</b> for assignments you’ll need to complete on these days <b>in each of your courses</b> .

## 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 <b>drop/add deadline</b> .
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			<b>Check with your teacher</b> for assignments you’ll need to complete on these days <b>in each of your courses</b> .

**Graduation 2014 – Saturday, June 13**