



6222 B

Responsibility and Parent Involvement

Regulation 6222 B

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I. PURPOSE

The purpose of this regulation is to identify the responsibility for implementation of the online learning policy and to establish assurances for parent involvement in online learning opportunities in Minneapolis Public School.

II. RESPONSIBILITY

- A. The Superintendent, or Superintendent's designee, shall appoint a Coordinator of Online Learning for the district.
- B. The Coordinator of Online Learning shall:
 1. Form an Online Learning Advisory Council to provide guidance on the online learning program.
 - a. The Advisory Council may include representation from the Human Resources, Finance, Curriculum and Instruction and Informational Technology Departments, as well as teachers, administrators, parents and secondary students;
 - b. Minutes of the meetings of the Advisory Board will be kept and be made available by the Coordinator to the Board of Education, the superintendent (or his or her designee), to the State Department of Education.
 2. Prepare and submit to the state such records and reports as are required by Minnesota Law;
 3. Prepare and submit an annual report to the Superintendent;
 4. Oversee Special Education online teachers to assure that special education due process requirements are met;
 5. Assure compliance with district policies regarding internet access, use and safety;
 6. Provide for the record keeping of student applications; enrollment; communications with a student's enrolling district; tuition payments; online learning aids requested, received or denied; scholarship sources; student data and progress reports. All student data shall be subject to the data practices compliance policy of the district.
 7. Assist all local students in acquiring access to computer hardware and software available in a district school location designated by the coordinator.
 8. Assist all online students whose families qualify for any education tax credit allowed by Minnesota law to acquire computer hardware and educational



software for online learning purposes through existing district contracts for purchase of the same.

III. PARENT INVOLVEMENT

- A. Parents of students under age eighteen who are enrolled in an online course :
1. May receive a copy of the course description, course syllabus, standard alignment information, content outline, assessment requirements and contact information for the instructor and the Coordinator of Online Instruction for each course in which their student is enrolled upon request.
 2. May arrange a periodic conference with the course instructor to discuss student progress in the course. Conferences may be in person upon prior arrangement with the instructor, through telephone calls, or electronic communications between the parent and the teacher.
 3. May review their student's work in electronic form. If a parent wishes to review a physical example of the student's work, they may be charged the costs of reproduction and mailing. Requests for physical examples of student work should be submitted in writing to the course instructor.
- B. Parents are encouraged to participate in the Online Learning Advisory Council.

Legal References

Minn. Stat §124D.095 (Online Learning Option Act)

Minn. Stat §120A.22 (Compulsory Instruction Law)

Cross References

MPS Policy 1040 (Student and Staff Data Protection)

MPS Policy 5000 (Equal Educational Opportunity)

MPS Policy 5391 (Graduation Requirements)

MPS Policy 6207 (Rigorous Course Waiver)

MPS Policy 6621 (Awarding Credit by Assessment)

MPS Policy 6222 (On Line Learning)

MPS Regulation 6222 A (Definitions: On-Line Learning)

MPS Regulation 6222 C (Instruction and Enrollment)