



6222 C

Instruction and Enrollment

Regulation 6222 C

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I. PURPOSE

The purpose of this regulation is to establish rules for online instruction and procedures for enrollment in online instruction.

II. INSTRUCTION

- A. All online learning instruction shall be delivered by a teacher licensed in the subject area of the class offered.
- B. Online courses will be rigorous and aligned with Minneapolis Content Standards and Minnesota Academic Standards, and contribute to grade progression in a single subject. Online learning courses shall have equivalent standards of instruction, curriculum, and assessment requirements as traditionally delivered courses offered to the district's enrolled students.
- C. Students who have a current Individual Education Program (IEP) may enroll for online courses if such enrollment is part of their Individualized Education Program. Licensed Special Education teachers will advise online teachers on delivering appropriate education and access for these students, and shall assure due process requirements are met for these students.
- D. Students who have a current Section 504 Accommodation Plan (IAP) may enroll for online courses if such enrollment is part of or compatible with their IAP.

III. ENROLLMENT

A. Course Limitations

1. No online course shall enroll more than forty (40) students in any semester.
2. The Coordinator of Online Learning shall, with the advice of the Online Learning Advisory Group and the individual online teacher, establish the appropriate enrollment limitation for each course. Enrollment limits shall be included in the published course description.
3. Enrollment in any online course is offered first to any student who is enrolled in a Minneapolis Public School (MPS) who applies and whose application for online instruction is accepted. If after enrollment of all approved MPS students is effected there remain additional places in an online course, students enrolled in districts other than MPS who apply for the online course may be enrolled in the course.



B. MPS students:

1. must apply for enrollment in an online course through the online course website, or through their school counselor.
2. who are under age eighteen must have written permission from their parent to enroll. Local students who are eighteen years of age or over may enroll themselves in an online course without parental notice or permission.
3. may apply for credit make-up courses at no additional costs to themselves.
4. may apply for supplemental online instruction to a maximum of fifty percent (50%) of the student's full schedule of courses per term, unless the Coordinator of Online Learning approves a greater proportion of the student's regular course schedule. Students who are enrolled in supplemental online instruction may have their regular school schedule reduced by the number of online courses in which they are enrolled.
5. who apply for online instruction in addition to a full time student schedule at the school in which they are enrolled for the purposes of enrichment or acceleration will be charged tuition for the online course. Students who qualify for free or reduced price lunch may apply for a tuition reduction or waiver from the Coordinator of Online Learning.

C. Students enrolled in other school districts (non-MPS students)

1. must apply for enrollment in an online course through the online course website;
2. must have written permission to enroll from their parent if under age eighteen;
3. must, within ten days of receipt of notice that their application for enrollment has been approved, submit an acceptance form provided by the district to the Coordinator of Online Learning which shall
 - (a) indicate the student's intent to enroll in the courses for which the student has applied; and
 - (b) assure that the student and the student's parent has received and reviewed the online course or program, and assert that they understand the expectations of the enrollment; and
 - (c) be signed by both student and parent if the student is seventeen years or less, or signed by the student if over eighteen years of age.
4. may apply for supplemental online instruction up to the midpoint of the term.
5. may apply for supplemental online instruction to a maximum of fifty percent (50%) of the student's full schedule of courses per term, unless the student's enrolling district and the Coordinator of Online Learning approve a greater proportion of the student's regular course schedule.
6. who are not residents of Minnesota, nor enrolled in a school district in Minnesota for the purposes of satisfying a compulsory education law in their place of residence, shall pay tuition according to the schedule published by the Coordinator of Online Learning prior to commencing the course.
7. who apply for online instruction in addition to a full time student schedule at the school in which they are enrolled, or during summer school or out of the



student's regular school year, for the purposes of enrichment or acceleration will be charged tuition for the online course. Arrangements for the payment of tuition must be made prior to the student commencing the course or program.

8. may not participate in extracurricular activities in Minneapolis schools unless the student enrolls full time in Minneapolis on line learning courses under an agreement between MPS, the student, the student's parent and the student's district of enrollment. In the event that the student is admitted to full-time enrollment in MPS on-line courses, they may enter into a contract with the Coordinator of On-Line Services and the Superintendent, or his designee, for assignment to a Minneapolis Public School for the purposes of extracurricular activity involvement or enrollment in regular classes at the assigned Minneapolis school.

D. Other limitations

1. A district may reduce an on-line student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. Enrolling districts of non MPS students may reduce the course schedule of the student in proportion to the number of online learning courses in which the student is enrolled in the district program. Non MPS students are solely responsible for dealing with issues regarding enrollment in their enrolling district.
3. All students are responsible for their own transportation to and from required face-to-face meetings with instructors, and transportation to and from locations of computer access points required to complete online coursework.

IV. MPS STUDENTS ENROLLED IN NON-MPS ONLINE COURSES

- A. Students enrolled in Minneapolis Public Schools who enroll in online learning offered by another district or vendor will have their regular school schedule reduced by the number of courses in which they are enrolled online unless an agreement is made between the Coordinator of Online Learning, the parents of the student, or the student if of age, and the MPS school in which the student is otherwise enrolled.
- B. Students enrolled in online instruction offered by a source other than Minneapolis Public Schools who maintain their enrollment in Minneapolis Public Schools may participate in extra-curricular activities and athletics at the school of their enrollment.
- C. Students are responsible for their own transportation to and from the online provider's location(s) or access points.
- D. Students must comply with all notifications required by state law relative to their enrollment. Failure to do so may result in delay of awarding of credits, or timely graduation.



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 B (Responsibility and Parent Involvement)