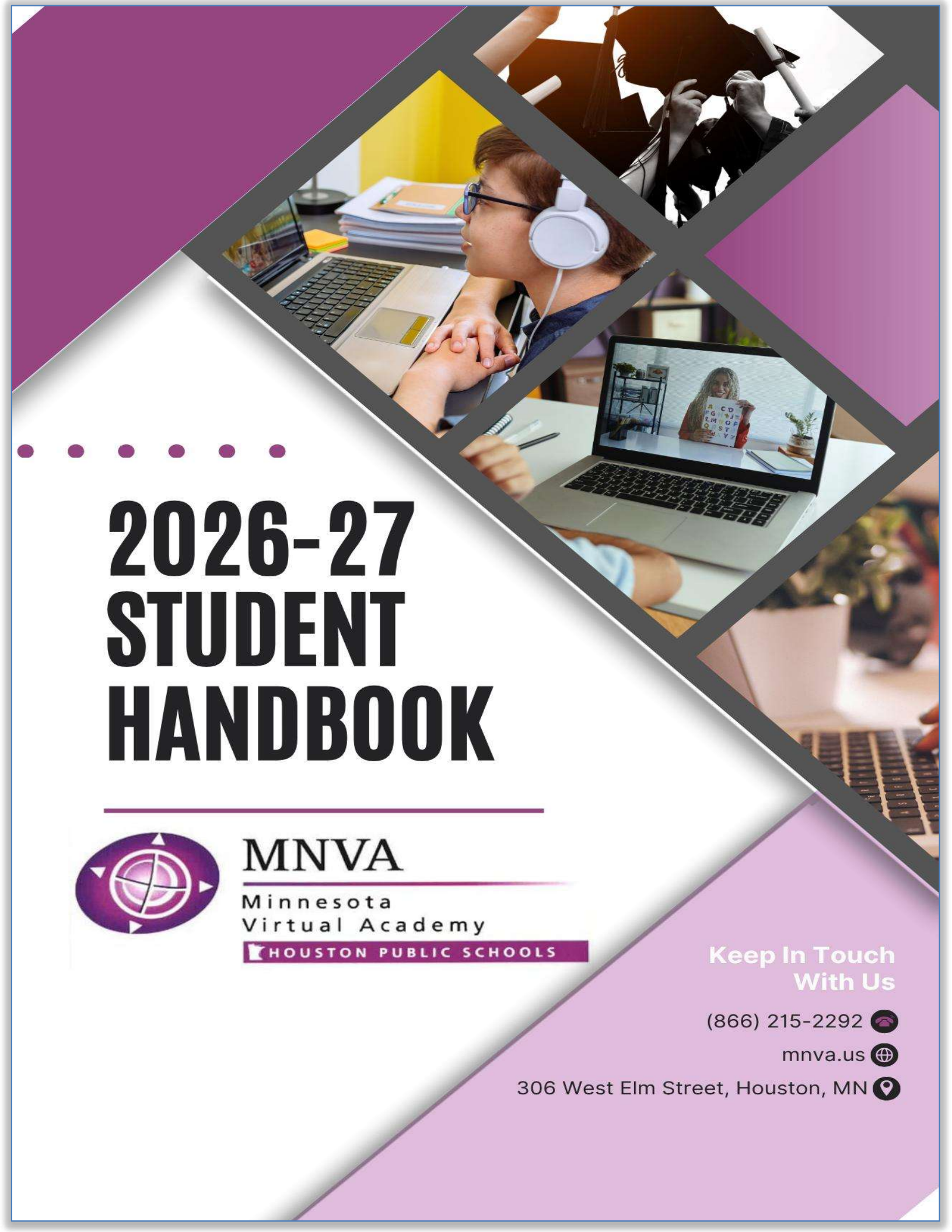




2026-27 STUDENT HANDBOOK



MNVA

Minnesota
Virtual Academy

HOUSTON PUBLIC SCHOOLS

**Keep In Touch
With Us**

(866) 215-2292 

mnva.us 

306 West Elm Street, Houston, MN 

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Introduction

Welcome to Minnesota Virtual Academy! Minnesota Virtual Academy (MNVA) is an online public school in the state of Minnesota. MNVA is a program of Houston Public School District (ISD 294) located in Houston, MN. MNVA is governed by an elected independent school board. This student handbook is intended to inform MNVA students and parents of relevant information as well as to identify specific responsibilities pertaining to families enrolling in MNVA.

MNVA Mission Statement

The mission of MNVA is to empower students with an innovative and effective education program that helps them achieve high standards and reach their full academic and social potential.

District Vision, Mission, and Core Values

District Vision: Leading in Learning

District Mission: Discover, develop, and achieve the potential within all learners.

District Aims: Maximum Student Achievement

Safe, Welcoming & Innovative Learning Environment

Efficient and Effective Operations

Parent Involvement and Community Partnerships

Policy Information

All District policies can be accessed through the link below:

[District Policies](#)

PART I – INFORMATION

School Bell Schedules

[MNVA Elementary](#)
[MNVA Middle School](#)
[MNVA High School](#)
[MNVA ALP](#)

Calendar

[Houston Public Schools Calendar](#)

Class Assignments

Classroom assignments are within the school district's discretion. Districts may include information on how and/or when students will be informed of classroom assignments, if requests for changes to classroom assignments will be considered, and, if so, the factors that will affect this decision. A student's classroom assignment can be designated as directory information and, if so, can be listed publicly.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

To access MNVA staff directory, click the link below:

[MNVA Staff Directory](#)

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Additionally, students are required to have a functioning microphone and webcam, either internal to the computer or an externally connected one, so students may participate fully in live class sessions. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for materials supplied by K12, textbooks, workbooks, library books, **school owned devices** that are lost, damaged or destroyed. The learning coaches are also obligated to follow all material reclamation procedures at the conclusion of the school year or upon withdrawal from MNVA. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school principal.

Device Damage & Coverage Guidelines:

Families may opt into the \$45 Device Protection Plan annually. This plan covers the first two incidents of accidental damage. Intentional damage or loss may not be covered and will be reviewed on a case-by case basis by administration. Repeated damage may result in review by school administration and temporary restriction of device access.

- If Enrolled in the \$45 protection plan:
 - 1st incident, device is replaced or repaired by the coverage protection plan
 - 2nd incident, the family is responsible for \$100 towards the replacement or repair.
 - 3rd incident or more, devices are repaired or replaced **at family's cost**.
- If NOT enrolled in the \$45 protection plan
 - Devices are replaced or repaired at the cost of the family.

Food in the Classrooms

Students should not be eating during live class sessions. Please plan your meals prior to the school day starting or during your breaks throughout the day. If you have a medical reason that requires you to eat during live class sessions, please contact your building principal.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. See [Board Policy 511 - Fundraising](#)

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

Holidays will be celebrated at the discretion of the school. Parents will be notified prior to the celebration and be provided the opportunity to opt their student out if they so choose.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Learning Coach Responsibilities

Learning Coaches play a vital role in student success. At MNVA Learning Coaches are expected to:

- **Conduct regular check-ins throughout the school day, especially for elementary and middle school students to ensure engagement and progress.**
- Log in to Canvas at least once a week to monitor attendance, review grades, and verify work completion.
- Create a structured, supportive learning environment at home
- Communicate with classroom teachers, counselors, advisors, and administrators as needed through email, phone, or in person **outside of** live class sessions. Communicating outside of the live class session avoids disrupting instruction and interrupting the teacher during live classes.
- Check your email daily for announcements/information from MNVA.
- Ensure that students and family members are dressed appropriately for a learning environment, as they may be visible on camera during live classes or meetings; this helps maintain a respectful and professional atmosphere conducive to learning.
- Utilize respectful language during live class sessions, as your voice may be heard through the student's microphone. Yelling, swearing, or inappropriate language is not acceptable and disrupts the learning environment.
- Provide a safe and secure online learning environment when accessing the Internet from home using district-issued devices.

Unresponsive email, phone or text communication may lead to the removal of students from our school with placement back at the resident school district.

Learning Environment

Students must have a dedicated learning environment that is quiet and free from distractions such as televisions, video games, and conversations from other family members. Everyone should be seated at a table or desk rather than lying in bed during class to encourage focus. Eating should not take place during live class sessions. Please plan meals prior to the school day starting or during breaks throughout the day. Students need to have school supplies and materials ready and accessible for class each day. Their computer or Chromebook should be fully charged and have a working webcam and microphone.

Media Release

Some parents choose to opt out of having their child's photograph used in school-related publications, such as social media, the school website, newsletters, or promotional materials. Parents who wish to opt out must complete this [Parent Consent and Acknowledgement form](#).

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated: The school board hereby designates Superintendent Angi McAndrews, as the school district human rights officer. 306 West Elm Street, Houston, MN 55943 507-896-5323

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held as needed. For more information, contact the building principal.

Pledge of Allegiance

Students will recite the [Pledge of Allegiance to the flag of the United States of America](#) one or more times each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. See [District Policy 531 The Pledge of Allegiance](#).

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Houston School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact your school counselor.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. School may also be closed due to Stride platform outages. School closing announcements will be communicated through the school website, email and School Messenger. MNVA will receive one snow day; all other closures will not apply and school will resume as normal.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's [Student Discipline policy 506](#), which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus

- School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

School-Sponsored Media

School district [Policy 512](#) sets forth the rights and responsibilities of student journalists and activities. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records see [Policy 515 Protection and Privacy of Pupil Records](#)

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations. See: [Policy 520 - Student Survey](#)

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities for students participating in extracurriculars with Houston Public Schools. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school. [Policy 710 Extracurricular Transportation](#)

Video and Audio Recording

School Buses

- All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be

recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

- The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.
- All of our MNVA live class sessions are recorded for educational purposes.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available on the district's website at [MNVA School Website](#) and [Houston School District website](#). Students and parents/guardians with questions about these programs should contact the Director of Special Education, Ashley Brown, 306 West Elm Street, Houston, MN 55943 507-742-9855.

Students can be referred to the Alternative Learning Program by their High School Principal or Counselor. In order to qualify for the Alternative Learning Program, students must be identified as an at-risk student. ([Minn. Stat. 124D.68, subd. 2 \[2021\]](#)) Participation in the Alternative Learning Program is optional and students cannot be mandated to participate ([Minn. Stat. 124D.128, subd. 3 \[2021\]](#)). For question regarding the Alternative Learning Program contact the ALP Principal, Shelley Gates, 507-742-9939, shelley.gates@hsd294.us

[More information on Summit Online Alternative Learning Program](#)

Academic Integrity

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's policy which may result in a failing grade. [Student Discipline policy 506](#).

Minnesota Virtual Academy recognizes the growing role of generative artificial intelligence (AI) in education and values its potential to support student learning, creativity, and engagement. AI can be a valuable tool when used ethically, responsibly, and with academic integrity. Students must receive teacher permission before using AI for coursework or school related tasks, and AI generated content may not be submitted as a student's original work unless explicitly approved by the teacher.

Unauthorized AI use may be considered a violation of the MNVA Code of Conduct and Academic Integrity expectations. This includes submitting work that is not the student's own, allowing another person or tool to complete work on the student's behalf, cheating, plagiarism, or the use of prohibited technology.

Ethical Use in Coursework

AI should be used as a support tool, not as a replacement for student learning. When approved by the teacher, AI may assist with brainstorming, outlining, organizing ideas, or practicing skills. Final work must demonstrate the student's own understanding, thinking, and effort. Students must clearly disclose when AI has been used as part of their learning process.

Guidance Over Detection

MNVA prioritizes student learning, open conversations, and digital literacy over reliance on AI detection tools. Concerns regarding AI misuse will be addressed through teacher student conversations, review of student understanding, and collaboration with administration when necessary.

Student AI Usage Continuum

Minnesota Virtual Academy recommends the Student AI Usage Continuum as a guide for responsible and ethical AI use in learning. This framework helps support clear expectations for students and staff by outlining when and how AI may be used in coursework. Teachers may use the continuum to communicate assignment specific expectations, ranging from no AI use to approved AI supported tasks.

This continuum is adapted from the work of [Dr. Leon Furze](#) and inspired by the framework developed by Byron Public Schools.



ACADEMIC INTEGRITY

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's policy which may result in a failing grade.

Student Discipline policy 506.



Work submitted must be your own. Submitting work that is not your own, allowing others or tools to complete work for you, cheating, plagiarism, or the use of prohibited technology are violations of the code of conduct and academic integrity expectations.



Students must receive teacher permission before using AI for coursework or school related tasks.



AI generated content may not be submitted as your own work unless explicitly approved by your teacher.



You must clearly disclose when AI has been used as part of your learning process.



APPROPRIATE USE OF AI (MAY BE PERMITTED)

- Brainstorming ideas
- Getting feedback on writing
- Explaining concepts
- Research assistance
- Practicing skills
- Other teacher-approved uses



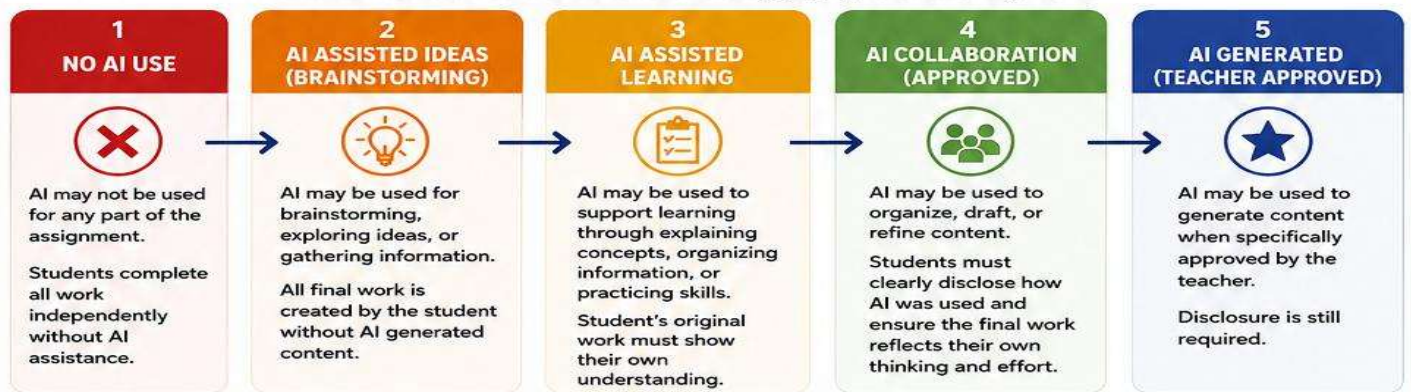
INAPPROPRIATE USE OF AI (NOT PERMITTED)

- Completing assignments or assessments
- Submitting AI-generated work as your own
- Using AI to bypass learning
- Using AI during assessments or quizzes
- Any use that violates academic integrity expectations



STUDENT AI USAGE CONTINUUM

This continuum is a guide for responsible and ethical AI use in learning. Your teacher will communicate which level(s) apply to each assignment.



WORK TOGETHER WITH YOUR TEACHER

Talk with your teacher about how AI can support your learning and how to use it responsibly.
When in doubt, ask! Your teacher is here to help you learn, grow, and succeed with integrity.

Class Rank/Academic Standing

Provisions for recognizing class rank and awarding academic honors are local decisions.

To be eligible for the Honor Roll at MNVA High School, a student must be carrying at least five classes from MNVA's K12 curriculum, an approved college or university curriculum, another school district's curriculum through a tuition waiver agreement, or an approved independent study course. All courses must be approved in advance of enrollment.

To qualify for the Principal's Honor Roll, a student must have a term grade point average of 4.0. To qualify for the A Honor Roll, a student must have a term grade point average of at least 3.50. To qualify for the B Honor Roll, a student must have a term grade point average of at least 3.0. To qualify to graduate with Honors, a student must have a cumulative grade point average of 3.50 or above. In order to be considered for valedictorian or salutatorian honors, students must have been enrolled with MNVA for at least two semesters and be currently enrolled in MNVA. These provisions may include scholastic honors or highest-ranking graduates, for example. An individual student's specific class ranking information is protected private data under state and federal laws. Disclosure of a student's grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student.

At MNVA Middle School to qualify for the Principal's Honor Roll a student must earn a GPA of 3.75-4.0. Students earning a GPA of 3.5-3.74 qualify for the Honor Roll.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Director of Special Education, Ashley Brown, 306 West Elm Street, Houston, MN 55943; 507-742-9855.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported 4 times during the year, at the end of each quarter. Online report cards will be available for review in PowerSchools via the parent portal.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from MNVA High School in the Houston Public School District.

Course Credits Required

To receive a diploma, students must successfully complete at least 45 semester credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Semester Credits	Explanation
Language Arts	8	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	6	Must be sufficient to satisfy all of the academic standards in mathematics

Science	6	Must include two credits to satisfy all the earth and space science standards for grades 9 through 12, two credits to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	7	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	2	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education/Health	2	One credit is required for physical education to satisfy the state standards in physical education.. One credit is required for health credit to sufficiently satisfy the state standards in health upon adoption of statewide rules for implementing health standards under Minnesota Statutes, section 120B.021
Elective Courses	14 (minimum)	Students who begin grade 9 in the 2025-2026 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

***At least two consecutive years of a world language class are highly recommended for college-bound students.**

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Academic Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, reach out to your school counselor.

Coursework

MNVA students are responsible for completing all coursework as assigned by each course content teacher prior to the end of the grading term. Coursework may include but is not limited to the following: course content assignments, tests, papers, and projects, all of which count towards earning a passing grade that is equivalent to earning credit towards graduation. Failure to complete all work within the given grading term may result in a failing grade for those items not turned in and the student may not earn credit toward graduation, if it results in a failing grade for the course. All students and learning coaches are responsible for reading through and becoming familiar with the teachers' syllabi, which outline their individual class policies. Students who need additional time to complete the required coursework as assigned by the teacher should make a formal request for more time by contacting the teacher. Failure to meet with the teacher without sufficient required notice may result in the student being subjected to the teacher's late submission policy as outlined in the teacher's syllabus.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school principal.

Postsecondary Enrollment Options

The PSEO program allows 10th, 11th, and 12th grade students to earn college credit while still in high school. Students may take PSEO courses on a full or part-time basis. The PSEO program provides students with a greater variety of class offerings as well as the opportunity to pursue more challenging coursework than may be available at the high school. The tuition, fees and required textbooks are at no cost to students. Most PSEO courses are only open to high school students during their 11th and 12th grade years. Tenth (10th) graders who are eligible may take career and technical (CTE) courses. Please contact your counselor to see if you are eligible and to obtain the PSEO enrollment forms.

Steps to sign up for PSEO:

1. **Read the Post-Secondary Enrollment Options Program Student Eligibility form to determine if you qualify. In general, a junior must have a 3.5 GPA and be ranked in the top third of his/her class and a senior must have a 3.0 GPA and be ranked in the top half of his/her class.**
2. **Choose a post-secondary institution that you would like to attend, and find the application needed.**
3. **Print off the Postsecondary Enrollment Options Program Notice of Student Registration (NOSR) form and fill out Section 1 of the form.**
4. **Fill out and print the MNVA PSEO Contract.**
5. **You and a parent must sign and date both forms indicating that you agree with the terms of the program.**
6. **E-mail or fax both forms, including any additional items from the institution's own application to your school counselor.**
7. **Your counselor will discuss high school course requirements with you, fill out Section 2 of the NOSR, and will return any other materials to the student so they can submit paperwork to the college/university they are interested in attending.**
8. **We must receive a copy of your official registration and a copy of your grades/transcript at the end of the semester in order for you to receive credit for your classes.**
9. **The PSEO forms need to be completed each semester you participate in PSEO.**

Deadlines for PSEO:

- Registration for Fall Semester PSEO classes should be completed in the spring before a student wishes to start courses, forms must be turned in by May 30th.
- Registration for Spring Semester PSEO classes should be completed in the fall before a student wishes to start courses, forms must be turned in by November 1st.

***These are MNVA deadlines, be aware that each college/university has its own deadlines and process**

State-wide Assessments

The Minnesota Comprehensive Assessments (MCAs) are state-mandated tests administered annually to measure student progress toward meeting the Minnesota Academic Standards. These assessments are used to evaluate instructional effectiveness, inform educational decision-making, and ensure accountability at the school, district, and state levels. MCA results help identify areas of strength and improvement for students, schools, and the broader education system, and they fulfill federal and state requirements for measuring academic achievement and school performance.

Student Participation in Statewide Assessments Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate

in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student's district may require additional information.

- [MCA Opt-Out Form](#)

You may have filled out the following two forms upon your enrollment. However, these forms must be on file with the office, so we have attached copies here for reference as well. If you have not yet filled out these forms, please do so immediately and send them to the MNVA office. We thank you for your hard work and dedication to your child(ren)'s education and to the MNVA program. Your continued commitment is essential to promoting MNVA as a school of excellence within the state of Minnesota.

Summer School

Summer school opportunities are provided through the Alternative Learning Program. For more information, contact Alternative Learning Principal, Shelley Gates at shelley.gates@hsd294.us.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensing requirements at the grade level and subject area in which the teacher has been assigned.

PART III — RULES AND DISCIPLINE

Residency

The learning coaches are required to notify their teacher of any changes to address, phone number, or other pertinent information. MNVA teachers will notify the office of any communicated changes in order to update the student's records.

Minnesota Residency

Students who live with parents in Minnesota are considered residents for purposes of generating state aid (SAC 15). Students on extended family trips (for example, students traveling outside Minnesota) are considered non-Minnesota residents while they are outside Minnesota and are ineligible to generate Minnesota state aid (MARRS Manual, Appendix K, p. 350). The guiding document used by School Finance to determine residency is a 1985 Attorney General Opinion. According to that opinion, the Minnesota Supreme Court held that in the context of section 120A.20 (formerly 120.06), the term "residency" does not require an intent to remain indefinitely and is to be distinguished from the more restrictive term "domicile". In the context of education, residency is based upon physical presence and a "determination of the source and location of the child's care and financial support." In other words, when a child is within a district for the purpose of receiving "personal care, attention, supervision and nurture, such as is usually provided in a home, such child is a resident of the district." When a student is not physically present in Minnesota and is receiving all "personal care, supervision and nurture" from their parent/legal guardian outside of Minnesota, the student is no longer being considered a resident of Minnesota and is not eligible to generate state aid.

Students Out of State/Country

Students who live with parents in Minnesota are considered residents for purposes of enrollment in Minnesota Public Schools. Per court ruling, MN statute 120A.20 defines residency based on a student's physical location or proximity within the state. When a child is within the state for the purpose of receiving "personal care, attention, supervision and nurture, such as is usually provided in a home, such child is a resident of the state" and is eligible to enroll in a Minnesota public school. When students are not physically present in Minnesota and are receiving all "personal care, supervision and nurture" from their parent/legal guardian outside of Minnesota, the student is no longer considered a resident of Minnesota and is not eligible to enroll in MNVA. See Minnesota Department of Education's definition of 'residency' here (<https://education.mn.gov/MDE/fam/oll/>). Students living out of state or country, either temporarily or permanently, will need to formally withdraw from MNVA. In the event that students are moving to a state with another K12 Virtual Academy, the family may 'transfer' from Minnesota Virtual Academy into the new Virtual Academy, pending the specific enrollment policy of the school; however, MNVA assets must be recovered.

Students who will be located out of the state during the normal school year, for any reason, must contact their MNVA homeroom teacher, who will notify administration. Also, if students are outside of the state of Minnesota for extended periods, they may be required to withdraw from MNVA, as MNVA can only serve students who are physically resident and living within the boundaries of Minnesota. Students leaving the country may not travel with their K12 Stride provided technology. School provided devices may only be used within the United States. See section on Vacations and Extended Breaks on page 19 of this handbook for additional information.

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the Student Attendance policy.

MNVA Elementary Students who are enrolled full-time are expected to school a full day (6 hours) Monday through Friday during the school day 8:30am to 2:30pm. The school calendar includes a total of 167 days of instruction. The school day will consist of a combination of required live classes under the instruction of a teacher, and lessons completed within Canvas which may also include offline assignments. Attendance is recorded during each live class. Students who attend all of their live classes during the day are marked present. Students who do not attend any live classes are marked absent and those who miss up to 50% of a live session will be marked tardy. Students are required to be on camera and using the mic during class. If students are unresponsive they will be considered absent.

MNVA Middle and High School Students are required to log into each course, each day, Monday through Friday. On a daily basis, teachers will verify the attendance hours and active participation in the course which may include one or all of the following: **attend a live class session, watch a class session recording, or login into class content within Canvas.** Students have all day to log into each course; attendance is taken first thing the following morning. **Students who do not show an active login to each**

course daily will be marked absent for that course. The Minnesota Virtual Academy school year is 167 days in length and students should participate six hours a day for five days a week. Per statute 124D.03, districts may terminate the enrollment a nonresident student enrolled under this section or section 124D.08 at the end of a school year if the student meets the definition of a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8.

Recording Attendance

Good attendance is essential for school achievement and success. If your child is ill or has a valid excuse for the absence, you must notify the school by reporting it on our [online form](#), posted on our school website and made available through the school advisors and homeroom teachers. Teachers are solely responsible for recording unexcused absences. On a daily basis, teachers will verify the attendance hours reported in Canvas by reviewing daily logins to each course. For students who do not show a daily login to their course, or who did not attend a required Live Class Sessions, or watch the Class Recordings, unexcused absences will be reported for that day.

Absences

Under Minnesota Compulsory Attendance law, children ages 7 – 17 must go to school every day. Children under age seven who are enrolled in kindergarten or a higher grade are also subject to the law. A student is considered absent if they miss one or more hours of a school day. Students are expected to participate in all classes assigned each day. Missing a class period, which generally fills one hour of school, will be reported as an unexcused absence, unless it meets the requirements for excused absences and the school has been notified in advance. A school day is comprised of the following, and missing any of these will result in an absence for the day:

- The scheduled online lessons in Canvas must be logged into and completed daily
- The required Live Class sessions scheduled in Canvas
- If the required Live Class Session was missed, watching the recording of that session.
- The scheduled direct service instruction provided by a special ed teacher, ML/EL teacher or other specialist, as outlined in the student's service agreement.

Excused and Unexcused Absences

Parents or legal guardians must report all student's absences to the attendance [online form](#) prior to the student absences. Absences may be excused because of illness, religious observance or instruction, family emergency, funeral and bereavement, or for medical, dental, orthodontic or counseling appointments. All other absences are presumed to be unexcused (Minn. Stat. 120A.22, Subd. 12). Excessive excused absences for medical reasons require a doctor's verification of the absences. If a student is having attendance or academic concerns, a meeting may be scheduled to discuss the situation. The school or the parents/guardians can request this meeting. Possible solutions might include: the child's participation in an attendance plan, referral to a community agency for counseling, tutoring, mediation, modification of the child's schedule, educational assessments, accompanying the child to Live Class Session and attending virtual classes for one day, or referral of the child to alternative educational programs and services available in the district. If the school mandates that the student is to attend a virtual all day work session (i.e. complete work in Engageli under the supervision of teachers who can monitor and assist the student) and the student does not attend, it will be counted as an unexcused absence. **Internet and technology issues are not considered excused absences unless they are verified by the K12 Stride Customer Care and a tech ticket has been assigned to your case.** Customer Care can be contacted at 855-512-4357.

Truancy

A student who has missed three or more class periods for three or more days is considered a "continuing truant" under the law (Minn. Stat. §260A.02, Subd. 3). A student who is absent for one or more class periods for seven school days or more is considered an "habitual truant" under the law (Minn. Stat. §260C.007, Subd. 19). A parent or guardian must compel the attendance of a child at school pursuant to Minn. Stat. §120A.22. Failure to meet this obligation may result in legal action. In cases of habitual truancy, both a parent and child may be subject to juvenile court proceedings, if deemed necessary by the child's resident county. If the child is referred to juvenile court for truancy (applicable to children age twelve and over), the child may be subject to a variety of court-ordered dispositions, including suspension, restriction or delay of the child's driving privileges, pursuant to Minn. Stat. §260C.201. If a student is having attendance concerns, parents may schedule a meeting with appropriate school personnel to discuss solutions to a child's truancy. Possible solutions might include: the child's participation in an attendance plan, referral to a community agency for counseling, tutoring, mediation, modification of the child's schedule, educational assessments, accompanying the child to school and attending classes for one day, or referral of the child to alternative educational programs and services available in the district.

Vacations and Extended Breaks

Families wishing to take vacations or extended breaks during the school year must notify the homeroom teacher of the absences and have pre-approval from the school if the vacation is planned for more than three days. Failure to notify the school in advance

of the absence will result in the day(s) being marked as unexcused absences and subject to all Minnesota school attendance laws. If a student who requests a vacation is not meeting academic or attendance expectations, a pre-vacation consultation may be required in order to address concerns and create an academic success plan. Students on extended family trips (for example, students traveling or living with relatives outside Minnesota) are considered non-Minnesota residents while they are outside Minnesota and are ineligible to remain enrolled in MNVA. See Minnesota Department of Education's definition of 'residency' here (<https://education.mn.gov/MDE/fam/oll/>).

Work Release Agreement

MNVA is a public Minnesota school. As such, students are expected to attend school daily between 8-3pm. If students would like to work during the school day, they need to have an approved work release agreement on file to comply with labor laws. If you wish to work during the school day, please complete the [Work Release Agreement Form](#) and submit it to your Assistant Principal with a detailed explanation. This agreement will state the student is required to complete their 6-hour school day. They simply have the flexibility to complete school work outside of the school day. A work agreement will only be granted if the student is maintaining satisfactory grades and attendance. If either of these areas are negatively impacted by working during the school day, the student will be put on probation and the work agreement may be terminated if the situation doesn't approve.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's [Bullying Prohibition policy 514](#).

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Personal Electronic Communication Devices

Houston Public School District holds high expectations for student behavior, academic integrity, and responsible use of technology. Students who possess and/or use technology devices at school, on school buses, or at school-sponsored events shall demonstrate respect for the educational environment and the rights and privacy of all individuals within the school community. State law provides employees and students with certain privacy rights. Students' actions during the school day, in class, and at school are considered private under state and federal laws and shall not be recorded or shared without the individual's consent.

MNVA students who carry cellular or other electronic communication devices will not be permitted to use them during instructional class time. Cellular phones and other personal electronic devices shall remain on silent and out of sight during the instructional day. Students shall not use any electronic devices that in any way disrupt or detract from the educational

environment or for inappropriate, unethical, or illegal purposes, including but not limited to transitions or viewing of inappropriate or pornographic material, violations of others' privacy rights, cheating, harassing, or bullying behavior. Accessing inappropriate material in school, on a school bus, or at a school activity will result in disciplinary action, even if such access is accidental. Parents are encouraged to monitor and/or restrict students' access to cellular interaction. Cellular and other personal electronic devices may be used appropriately and respectfully before and after school and, when approved, throughout the school day.

Students who choose to bring a personal device to school events assume all responsibility and risks relating to possessing and using personal devices, including internet access and data transmission. District employees will not be responsible for storing, safeguarding, or troubleshooting any student's personal electronic devices. Neither the district nor its employees will be responsible or liable for the theft, loss, data loss, damage, destruction, misuse, or vandalism of any student personal devices brought into the District, on school property, or on school buses. See [District Policy 524 Internet, Technology, and Cell Phone Acceptable Use and Safety Policy](#)

Why Do We Require Cell Phones to Be Put Away During School?

Relationships:

To foster a strong learning environment, students must be connected to their peers and instructional staff. Research and experience show that cell phone use disrupts these connections, creating a barrier to the meaningful, relationship-based learning essential for academic success.

Focus:

Students achieve their best when they are fully present and engaged in classroom activities. Studies indicate that even the mere presence of a cell phone can distract students, hindering their ability to focus and learn effectively.

Safety:

While we understand that families may want their children to carry cell phones or personal devices for safety reasons, cell phones can also provide access to social media, which has been detrimental to our school community.

What Happens If a Student Does Not Meet This Expectation?

First Offense

- Warning from teacher

Second Offense

- Parent/guardian contacted by teacher

Third Offense

- Engagement will be required between the family and school team

Additional Offenses

- Progressive disciplinary action may be assigned.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the [Student Discipline policy 506](#).

Drug-Free School and Workplace

The possession or use of alcohol, controlled substances, and toxic substances, medical cannabis, non intoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's [Student Medication and Telehealth policy](#). The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. [See Board Policy 516 Student Medication and Telehealth](#).

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's [Harassment and Violence Prohibition Policy 413](#).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's [Student Discipline policy 506](#). Please see the school district's [Hazing Prohibition Policy 526](#).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Families are responsible for ensuring that students have a safe and secure online learning environment when accessing the Internet from home using district-issued devices. The district provides devices and limits which apps and extensions can be installed; however, it is the sole responsibility of parents and guardians to ensure that appropriate firewalls, parental controls, and content filters are set up and maintained on their home networks. These measures are necessary to prevent access to inappropriate or non-educational content while students are using district-issued devices at home.

[Blocking a website on a school-issued device](#)

If you need help setting up restrictions at home, you can often do so through your web browser, router, or an internet security service. Most modern browsers and home networks offer parental control features that allow you to:

- Block specific websites
- Limit usage to course specific content during the academic school day
- Monitor online activity
- Set usage times

Families are encouraged to regularly review and maintain their home network security settings to support a safe and distraction-free learning environment. If you have questions about acceptable use or need assistance setting up home filters, please contact MNVA tech support.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's [Internet, Technology, and Cell Phone Acceptable Use policy](#) and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form *[insert frequency here]*. See: [District Policy 524 Internet, Technology, and Cell Phone Acceptable Use and Safety Policy](#)

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the building principal;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's [Student Discipline policy 506](#).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's [Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction \(Policy 419\)](#). Contact the School Principal If you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. See [School Weapons policy 501](#).

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the building principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found in the Houston School District - District Office.

Crisis Management

The school district has developed a [Crisis Management policy 806](#). Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The [Crisis Management policy](#) addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Emergency Contact Information should be entered into PowerSchool at the beginning of the school year during registration. It is very important that every student maintain an up-to-date address and telephone number record. Notify your student's counselor or advisor immediately if you have a change of address or telephone number during the school year.

Health Information

First Aid

- The staff is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.
- The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

- To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the building principal so that other students who might have been exposed to the disease can be alerted.
- Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

- Students who become sick at an in-person event should notify a staff member immediately. A designated staff member will assess the situation and contact the parent or guardian. In the event of a medical emergency, staff will follow the established emergency protocol, which may include contacting emergency services (911) and notifying the student's emergency contacts. The event coordinator or designated site lead will arrange for the student to leave early if they are too ill to remain at the event. Parents or guardians will be expected to pick up their student promptly.
- A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please fill out this [attendance form](#) to notify the school of your student's absence.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the District Nurse.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs for any medications administered at school by school personnel. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist or contact Crisis Response for Southeast Minnesota 1-844-CRISIS2 or 1-844-274-7472.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the Houston School District, District Office.

Lead in School Drinking Water

A school district must send parents an annual notice that includes the district's annual testing and remediation plan, information about how to find test results, and a description of remediation efforts on the district website. The district must update the lead testing and remediation information on its website at least annually.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the building office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.



MNVA

Minnesota
Virtual Academy

HOUSTON PUBLIC SCHOOLS

MNVA Event Permission Form

Please complete the [Parent Consent and Acknowledgement Form](#) which includes MNVA Event Permission.

The following student has my permission to attend Minnesota Virtual Academy-sponsored outings and events for the 2026-2027 school year:

Student Name: _____

When warranted, I entrust my child to the care of the MNVA teacher(s) sponsoring the event. Whenever my child is left in the care of an MNVA staff member, I agree to leave emergency contact information at the time of each outing.

Illness, Injury & Insurance:

In case a student is ill or injured at a site or activity, MNVA staff shall have the authority to take appropriate action to provide immediate medical care and/or ambulance service. Every reasonable effort will be made to contact the parents to obtain their approval prior to a decision to transport a student to a doctor's office or hospital emergency room. However, unless the parent is able to come to the site immediately to attend to the child personally, MNVA staff shall have the authority to decide on a course of action and notify the parents as soon as possible.

Financial responsibility for hospital and medical care and/or ambulance service shall be assumed by the parents. Parents will be asked to provide MNVA staff with a telephone number to be used in case of an emergency. This should be the number of a close relative or the number of the parent's place of employment. The name of the family physician and choice of hospital should also be recorded.

Medical Conditions:

Does your child have any special medical conditions: drug or food allergies, diabetes, etc.? If yes, please explain the special medical conditions.

No: Yes: Explain:

Emergency Contacts:

Name _____ Relationship _____ Number _____

Name _____ Relationship _____ Number _____

Signature of Parent/Guardian: _____

Date: _____

Please print this document and email, mail, or fax to MNVA office:

306 West Elm Street, Houston, MN 55943

Fax number: 507-896-3603 or 800-451-6036

Online Learning Expectations and Statement of Assurance

*The Minnesota Virtual Academy (MNVA) provides students the opportunity to engage in full-time online learning. Because this is a non-traditional educational model, specific expectations are in place to ensure student success and uphold academic integrity. **This form outlines the standards expected of all students enrolled in MNVA, and must be reviewed and acknowledged by both the student and their parent/guardian.***

As a student enrolled in MNVA, I understand and agree to comply with the following expectations, as well as all policies and procedures outlined in the MNVA Student Handbook:

1. Student Expectations

Responsible Internet Use: The Internet will be used appropriately and solely for educational purposes as outlined in course materials. Inappropriate use will not be tolerated and may result in disciplinary action.

2. Respectful Communication

Appropriate and respectful language must be used at all times. Teachers may access, print, and review student work, messages, and communications at any time.

3. Academic Engagement and Attendance

- a. Students must maintain consistent communication with their teachers. This includes attendance at Class Connect sessions, responding to emails, messages, and phone calls.
- b. Students in grades 9–12 are expected to log in and engage in coursework daily, following the provided course schedule. A minimum of 6 hours of coursework per day is expected.
- c. Students must demonstrate regular progress in all assigned coursework.
- d. Students must use all course materials and school-issued devices responsibly and only for their intended educational purposes.
- e. Students are expected to follow all other rules and expectations set by teachers and outlined in the Student Handbook.

4. Care of School-Issued Technology

Students and families are responsible for maintaining and safeguarding any school-issued devices and materials. Damage, loss, or misuse of school equipment may result in fees for repair or replacement.

Parent Consent and Acknowledgment and Assurance

By completing this form:

- I confirm that I have completed the open enrollment requirements for participation in MNVA's online program.
- I acknowledge that I have reviewed the MNVA Student Handbook and understand the expectations for participation in this online learning program.
- I understand that this form must be completed and submitted, along with the Student Application, before my enrollment can be finalized.