

**Falcons Online Academy Handbook
2025-2026
Grades 7-12**



Office & Attendance Line:

1-507-333-6190

<https://online.faribault.k12.mn.us/>



Mission Statement

“Falcons Online Academy serves and fosters a culture of belonging for all students. We equip our Falcons with the skills to pursue their unique path in the world to graduate college and career ready.”

Welcome

Welcome to Falcons Online Academy! We are honored that you have chosen to engage in your learning with us. Falcons Online Academy offers a personalized online learning option for students through Faribault Public Schools. We are a fully accredited online provider through the Minnesota Department of Education for students in 7th-12th grade. Students enrolled in our program will have access to:

- High-quality online curriculum that engages students
 - ◆ Instruction allows students to work at their own pace and follow their own plan
 - ◆ Access to curriculum 24/7 that is aligned to Minnesota Academic Standards
- Coaching and mentorship from Faribault Public Schools teachers who have training and experience teaching online
- Teacher support during online office hours
- More flexibility to balance school and other commitments
- Regular check-in with parents that promote parent/guardian involvement
- On-site staff to support students' academic, social and emotional needs

This school handbook is designed to be helpful in answering questions about our Falcons Online Academy program, policies and procedures. This handbook is not an all-inclusive list of rules, but an outline of expectations and procedures that assist in the operation of the school and promote a positive learning environment for ALL at Falcons Online Academy.



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Part I: General Information

2025-2026 [School Calendar](#) - Important Dates

August 27	FOA Open House & Onboarding at FHS 3:30-7pm
September 1	No School - Labor Day
September 3	First Day of School for ALL FOA grades 7-12
September 26	No School - Falcon Day
October 15	No School - Falcon Day
October 16-17	No School - Fall Break
November 14	No School - Secondary Conferences
November 21	No School - Secondary Falcon Day
November 26-28	No School - Thanksgiving Break
December 12	No School - Falcon Day
December 24 - January 2	No School - Winter Break
January 16	End of First Semester
January 19	No School - MLK Jr. Day/Falcon Day
February 13	No School - Falcon Day
February 16	No School - Presidents' Day
March 13	No School - Secondary Conferences
March 19	No School - Secondary Falcon Day
March 20 - March 27	No School - Spring Break
April 24	No School - Falcon Day
May 25	No School - Memorial Day
May 29	Last Day for Seniors Only
May 31	Graduation
June 4	Last Day of School for PreK-Grade 11



Falcons Online Academy Staff

Online Learning Coordinator		
Valerie Kluzak	1-507-333-6224	vkluzak@faribault.k12.mn.us

Administrative Assistant & Attendance Line		
Kris Brazil	1-507-333-6190	kbrazil@faribault.k12.mn.us

Online Learning Technology Support		
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7-12 Teachers			
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Chris Johnsrud	Science	1-507-333-6350	cjohnsrud@faribault.k12.mn.us
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LuAnn Giles	Electives	1-507-333-6367	lgiles@faribault.k12.mn.us
Ryan Lueken	Physical Education/Health	1-507-333-6407	rlueken@faribault.k12.mn.us
Wanda Holmgren	Art	1-507-333-6764	wholmgren@faribault.k12.mn.us

Family & Community Engagement Specialists (FACES)		
If you need translation assistance, please contact FACES: Abas (Somali) & Yessica (Spanish)		
Haddii aad u baahan tahay caawimaad tarjumaad, fadlan la xidhiidh FACES:		
Abas Ali	1-507-333-6029	aali@faribault.k12.mn.us
Si necesita ayuda con la traducción, comuníquese con FACES:		
Yessica Velasquez	1-507-333-6589	yvelasquez@faribault.k12.mn.us



Special Education		
Nikki Flotterud	1-507-333-6374	nflotterud@faribault.k12.mn.us
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Social Workers		
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Sheryl Borka, HS Social Worker	1-507-333-6205	sborka@faribault.k12.mn.us

Counselors		
Kyle Krzenski • Middle School	1-507-333-6396	kkrenzski@faribault.k12.mn.us
Anne Price • Middle School	1-507-333-6359	aprice@faribault.k12.mn.us
Anna Braam • 9-12, A-F	1-507-333-6200	abraam@faribault.k12.mn.us
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Michelle Breun • 9-12, N-Z	1-507-333-6200	mbreun@faribault.k12.mn.us

Middle School Activities Director		
TBD	1-507-333-6384	TBD

High School Activities Director		
Shane Gunderson	1-507-333-6210	sgunderson@faribault.k12.mn.us

**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.

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.

Part II: General Student Information and Expectations

Falcons Online Academy students engage in a highly flexible and independent learning environment. With that in mind, students must make appropriate progress in their classes. Students should expect to work on school for 5-6 hours per day or at least 25-30 hours each week. Students should create a schedule and establish a routine that allows them to remain on pace with their school work. Teachers and the FOA counselor are available to work with students in creating a schedule that works best for them.

Communication

Communication is an important part of an online learning program. We are committed to frequent and honest communication with students and families. Our commitments include:

- Students and families can expect a return email or phone call within 24 school business hours of reaching out to an FOA teacher, counselor, or other staff
- Students and families should respond to FOA communication (when necessary) within 24 school business hours
- Students should advocate for themselves when they need academic, scheduling, or counseling help

Student Daily Attendance Policy No. 503:**Attendance**

The Faribault Public Schools (FPS) Board and all staff believe that school attendance is important. Educators and parents must work together to help our students be successful. By attending school consistently, students are more likely to read well by third grade, middle school students are better prepared to pass important courses, high school students stay on track for graduation and students are better prepared for college or workforce readiness.

A school absence may be excused when called into the Falcons Online Academy office by a parent or legal guardian. The absence must be reported to the attendance line at



1-507-333-6190 or kbrazil@faribault.k12.mn.us before 3:00 p.m. the day of absence. Falcons Online Academy reserves the right to request documentation for any absence and requires medical documentation for all absences longer than three days.

Who is required to attend school?

Minnesota law requires that every child between seven and 17 years of age must receive instruction (Minn. Stat. 120A.22, Subd 5). Once a child under the age of seven is enrolled in kindergarten or a higher grade in public school, the child is subject to compulsory attendance provisions.

Daily Attendance

Falcons Online Academy uses the Attendance Check-In system on Campus Student where it is each student's responsibility to verify their attendance/participation for the day. You will be required to respond to an attendance Check-In on the Today screen to show you are participating in online school. These Check-Ins will display once daily. You must "Check-In" between 12:01 AM and 11:59 PM each day. To respond to a Check-In, click on the Check-In on the Today screen and then click **Yes, I'm Here**.

[Click here for "Check-In Instructions"](#)

What is an excused absence? (per [School Board policy 503](#))

An excused absence is any absence that is reported by a parent or guardian to be due to:

1. Medical Illness. *
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction: Not to exceed three hours in any week.
7. Physical emergency conditions such as: fire, flood, storm, inclement weather, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension.
10. Family emergencies.
11. Active duty in any military branch in the United States
12. A student's condition that requires ongoing treatment for a mental health diagnosis.

*To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

What is an unexcused absence? (per [School Board Policy No. 503](#))

Any absence not meeting the criteria above will be considered "unexcused".

**Extended Absences and Family Vacations**

The school district encourages families to plan vacations when school is not in session. If a student needs to miss school because of a planned vacation, the planned absence should be communicated to the school ahead of time so teachers can inform students about instruction and assignments they will miss.

Students are expected to attend Falcons Online Academy while residing within the state of Minnesota. Students wanting to continue working while traveling outside Minnesota, and especially outside of the United States, may not be able to access their online work. Students and parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn and must formally re enroll to be admitted to school (Minn. Stat. 126C.05, Subd. 08). This includes travel outside the state for 15 consecutive days. Students missing 15 consecutive days - even with prior notification to the district - will be dropped from enrollment per state statute. See below.

Consecutive Absences

If a student misses fifteen (15) consecutive school days during the regular school year, without receiving instruction in the home or hospital setting, the School District must drop the student from its enrollment roll and classify the student as withdrawn. (Minn. Stat. 126C.05, Subd. 8). The School District may also be required to file an Educational Neglect or Truancy report with the student's county of residence.

What is Truancy? (Minn. Stat. 260C.007, Subd 19)

"Habitual truant" means a child under the age of 17 years who is absent from school without excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school or a child who is 16 or 17 years of age who is absent from school for one or more class periods on seven school days and who has not lawfully withdrawn from school.

What is Educational Neglect?

Educational neglect refers to a child under the age of 12 years who is absent from school without excuse for more than seven school days and is in need of protection or services due to habitual truancy. For students under the age of 12 years, an absence from school without excuse is considered educational neglect by the parent rather than truancy by the child.

What is the procedure for chronic absenteeism?

A student will be considered to be consistently attending school if they attend more than 90 percent of school days. When a student drops below this level, the school may engage in any of the following actions:

- Phone calls/messages home
- Letters/support resources sent home
- Individual meeting with student and staff member from attendance team
- Family meeting to develop individualized attendance success plan
- Referral to district level Student Attendance Review Board
- Referral to Rice County



Part III: Academic Information

Course Structure

Falcons Online Academy contracts with Edgenuity, a provider that specializes in online curriculum. Courses through Edgenuity are typically designed to be one semester (0.5 credits) in length, although year-long courses are available based on student need and choice. Each semester course is designed to take 90 hours to complete, this means students are expected to spend 45 minutes per day per course actively engaged to stay on pace. Once a student completes a course, the grade they have earned will be entered on the student's transcript and is used to determine cumulative grade point average and class rank.

Schedule Changes

Course changes are discouraged after the start of a course and schedule change deadlines will be consistent with the Faribault High School. Courses that are not completed will be documented on the student's transcript as a no credit.

Minimum Course Load

The Falcons Online Academy course load is in alignment to the Faribault High School schedule. In order to maintain full-time student enrollment status, a student will be scheduled a minimum of seven courses (grades 7-8) and six courses (grades 9-12) per semester with the expectation to have them complete by the end of each semester.

Academic Programs/Class Offerings:

[Course and Registration Guide](#)

Accessing Online Coursework

1. Go to the Clever app (on your iPad or on the [link on the district website](#))
2. Click on Log On with Google
3. Log in using your school email and password
4. Scroll to the bottom of the Clever page to Falcons Online Academy apps

Once logged into their account, students will have a dashboard that will allow them to access all of their courses. Edgenuity offers curriculum aligned to MN state standards. Teachers are able to monitor student progress, provide support when needed and connect with students and parents. Students will complete lessons, assessments and interactive activities as they learn coursework.

What do students need to know?

[Student Edgenuity Orientation Video](#) - View this video to understand the Edgenuity platform.

Independent Work

Students are expected to work on a regular basis and remain on pace with their course work each week. Students will need to engage in each online course for 3-4 hours per week. Students are encouraged to connect with their teacher(s) at least one time per week.



Learning Coach & Family Expectations

- Build a schedule - establish routines and expectations for your student to complete their school work.
- Model hard work and persistence - our students learn from example. Help your student take responsibility for their learning.
- Create a space for your student to do their learning.
- Monitor student progress.
- Stay in communication with your student's teacher(s) and encourage your student to reach out for help as needed.
- Get to know the Falcons Online Academy systems
 - Edgenuity
 - Infinite Campus
 - Schoology (only used for some PE courses)
- Encourage mental and physical health for your student.

Progress Monitoring

Students are able to monitor their course progress from their dashboard within Edgenuity. Parents are able to monitor school progress in both Edgenuity and Infinite Campus (if dual enrolled) by creating a parent portal account for both Edgenuity and Infinite Campus. Questions regarding student progress should be directed to the teacher assigned to each specific course.

Parent-Teacher Conferences and Meetings

There will be an Open House for parents, students and families at the start of the school year to discuss expectations and provide training on learning platforms students and parents will be using. If students and parents are unable to attend, a 1:1 meeting may be scheduled to deliver expectations and necessary training.

Parent conferences may be scheduled throughout the year. The purpose of these conferences is to inform parents/guardians of student progress with Falcons Online Academy. Parents/guardians are encouraged to access the Edgenuity parent portals for up-to-date progress on student performance.

Academic Help Center

Students have access to academic support embedded in the Edgenuity courseware, including guided notes, calculator, and ability to use notes on assessments. In addition, students receiving Special Services (Special Education or Multilingual Learners) will have full access to in-person services and some virtual services for students with an IEP.

All students have academic support from their course teacher. Students should reach out to schedule a Google Meet or phone call with their teacher. In addition, some FOA teachers will staff the FOA Academic Center (room C106) at Faribault High School. All help in the FOA Academic Center needs to be scheduled ahead of time and students will only be admitted with a pass.

Students are expected to follow all Faribault High School rules while in the FOA Academic Center. Use of this space is a privilege and the HS Administration can ask FOA students to leave the building if they are causing a disruption.



Student Support Services:

Student support services (counseling, social work, RISE, and intervention team) are designed to assist all students in the development of lifelong interpersonal skills, achievement, wellness, readiness, school adjustment, career development, and goal setting. You are encouraged to call our Student Support Services, Counselors, or Social Worker if you have any questions regarding your son's or daughter's development during the high school years.

Students on Campus

Part-time FOA students who have some in person classes at Faribault High School will be assigned an in person study hall during their FOA periods unless they meet the criteria in the course loads and study hall section. Students are expected to report to their assigned study hall classroom each day and attendance will be taken.

FOA students will not be allowed to complete work in the Media Center without a pass from their study hall teacher or the FOA Coordinator.

All FOA students may access the FOA Academic Center during regular school days. Students must schedule an appointment with the teacher they wish to meet with at least 1 day in advance. This room will not be staffed all day or every day and will be locked when not in use. When students are finished with their appointment and work time they are expected to either return to class or leave the building.

Students are reminded to check in and out of the building using door 1. Students will be asked for appointment verification (pass) and to show their school-issued ID.

Students are welcome to park in the Faribault High School parking lot.

Any FOA student in a district building must follow the rules and guidelines as established by each building administration.

Grading

Edgenuity identifies three different types of grades while students are enrolled in courses: Actual, Relative, and Overall.

- Actual Grade: Grade on the work student has submitted, adjusted down if student is behind in progress. ****THIS IS THE GRADE REPORTED ON PROGRESS GRADES (Mid-Quarter and Quarter)**
- Relative Grade: Grade the student would get if all unfinished assignments are set to zero. ****THIS IS THE GRADE REPORTED ON THE TRANSCRIPT (Semester Grade)**
- Overall Grade: Grade on the work you have submitted. No penalty for any missing or overdue assignments.

Final Grade in a student's online course will be the student's Relative Grade.

Pass/No Pass Option: Students may receive a P or NP as a final grade on a case by case basis. Students must schedule a meeting with their counselor and teacher at least three weeks prior to the end of the semester. Final decisions will be approved by the counselor and teacher. A "P" or "NP" has no GPA impact.



What Happens if I Fail a Required Course?

Students who fail a required course (see Graduation Requirements section below), will be required to retake and pass the course order to make progress toward graduation. Students may choose from the following options to pass each course: repeat the course or credit recovery options.

Repeat a Course: Students who repeat and pass a previously failed course will have the previous "NC" earned removed, if the course is successfully completed.

- The course must be taken in original format (In Person/FOA).
- The full semester course must be repeated. This is not a credit recovery option.
- Students should work with their counselor to make sure all grade changes are accurate.

Credit Recovery Options: All Credit Recovery is through the ALC. Students will earn a "P" or Pass on their transcript for each successfully passed course.

- After School Credit Recovery: After school credit recovery will be held each quarter for a 3 week time span from 3:15-4:15 each day at the high school. Students can register for this option by working with their counselor.
- Learning Lab: This is credit recovery during the day; students are required to go to a class with a teacher during a designated class time to complete coursework. Students are eligible for credit recovery if they have earned higher than 40% on their original attempt of the course. Students who fail Intermediate Algebra on the first attempt will be required to retake the course in the original format. Enrollments are limited in Learning Lab and preference will be given to eligible students based on seniority.
- Summer Credit Recovery: Summer credit recovery is held at the ALC each June. Students can register for this option by working with their counselor each spring.

Summer Community School:

The school district provides summer learning opportunities. Student participation in the program is optional. If a student participates in the program, the student may acquire an elective graduation credit they missed during the school year. For more information, contact the FHS Community School Coordinator (507-333-6317).

FHS ACADEMIC HONOR REQUIREMENTS

"A" Honor RollNeed GPA between 3.50 and above.

"B" Honor RollNeed GPA between 3.00 and 3.499.

****A student must earn a letter grade (A, B, C, D, NC) in 6 classes between FHS/FALC/FOA to be eligible for Honor Roll.**



Grading Scale

Grade	Scale (%)
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
NC	0-60

Grade Values

Grade	Grade Value
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	0.667
N	0.000



ACADEMIC HONOR STUDENTS

Valedictorian: Highest grade point average for a minimum of seven semesters of coursework.

Salutatorian: Second highest grade point average for a minimum of seven semesters of coursework (Provided there is no tie for valedictorian).

In order to qualify for Valedictorian/Salutatorian and/or Honor Student status the student must attend full-time in person at Faribault High School or attend Falcons Online Academy (FOA) **and take a minimum of one semester of in-person classes (6 classes per semester) at Faribault High School in 9th through first semester of 12th grade.**

[Beginning with the class of 2028 Valedictorian/Salutatorian will sunset and be replaced with High Honors \(3.50 and above\) and Honors Graduates \(3.0-3.499\).](#)

High Honors Graduate: (Gold Cord)

A student needs to achieve a cumulative GPA of 3.50 or above for the school year for the first seven semesters of the student's academic career to earn the honor of wearing a gold cord at graduation. To determine eligibility for gold cord status, a student's cumulative GPA will NOT be rounded to the nearest tenth (i.e., 3.499 will not qualify). A student must have 6 gradable classes each semester during the first seven semesters to be eligible for High Honor status. Any course taken on a pass/no credit basis, will not qualify as a gradable class. The only exception would be a foreign exchange experience, which would have multiple "Pass" credits.

Honors Graduate: (Black Cord)

A student needs to achieve a cumulative GPA of 3.00 to 3.499 for the school year for the first seven semesters of the student's academic career to earn the honor of wearing a black cord at graduation. To determine eligibility for gold cord status, a student's cumulative GPA will NOT be rounded to the nearest tenth (i.e., 2.999 will not qualify). A student must have 6 gradable classes each semester during the first seven semesters to be eligible for Honor status. Any course taken on a pass/no credit basis, will not qualify as a gradable class. The only exception would be a foreign exchange experience, which would have multiple "Pass" credits.

Senior transfer students who are enrolled prior to graduation and meet all necessary graduation requirements, will be given a diploma from Faribault High School.

Graduation Requirements

Students enrolled in Falcons Online Academy will graduate with a Faribault High School Diploma and have the option to participate in the Faribault High School Graduation Ceremony. Therefore, students must meet the same graduation requirements as students attending Faribault High School and as outlined below.

For more specific information, please refer to the [Faribault High School Handbook](#).



Required Courses:

- 4.0 English Credits
- 3.5 Social Studies Credits
- 3.0 Math Credits
- 3.0 Science Credits
- 0.5 Health Credit
- 1.0 Physical Education Credit
- 8.0 Electives Credits, including 1.0 in the Arts

Total Required Course Credits: 15.0

Total Elective Course Credits: 8.0

Total Credits Needed for Graduation: 23.0

FOA will work with students and families to ensure graduation with a Faribault High School diploma. We know that online learning is not for all students; from time to time we may help a student discover the best learning environment for them. This could include hybrid online/in-person learning, continuation in FOA, return to building, or moving to the Area Learning Center (ALC). In addition, we work with students who fall behind in credits by referring the student to the ALC or the Faribault Education Center for credit recovery.

****PERSONAL FINANCE will be required beginning with the Class of 2028.**

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the counseling office by **May 30** for enrollment the following school year or **October 31** for enrollment in second semester.. The application form must be signed by the student and his/her parent or guardian. *Students wishing to take a PSEO course should contact their counselor.*

Registration Process and Schedule Changes:

Registration: Late January-Mid-February: 1st opportunity

Course Request Verification: Early quarter 4–Student 2nd opportunity to verify course selection and correct inaccuracies - on class selection sheet. Turn into counseling within 1 week.

Changes Due for Following year: Friday before Memorial Day

Schedules Available to Students: By August 1 of each year

Students will have the opportunity to learn about graduation requirements, explore career academies and pathways, and work with counselors during the school day throughout the registration window each academic year. It is critical that each student engages in this process to make the best selections for them. Staffing is determined by the registration process.

**Schedule Changes:**

Schedule change requests **will be approved** for the following reasons:

- Inappropriate Placement
- Class Imbalance
- Conflicts in Schedule
- Participating in PSEO
- Schedule Error
- Failed/Not Taken Prerequisite

Schedule change requests **will not be approved** for the following reasons:

- Teacher request
- Switch lunch period
- Class period preference

Withdrawal from a Class:

If a student meets criteria to withdraw from a class, they must begin this process by meeting with their School Counselor. Withdrawals will only be approved if a student does not already have a study hall and if the course is not required for graduation. Withdrawals must be done by the mid-quarter date of each semester and will result in a Withdraw (W) recorded on the student's transcript. The Withdraw (W) will not affect the student's GPA and class rank calculation. All withdrawal requests made after the mid-quarter of each semester will result in a Withdraw No Credit (WNC) on their transcript. The Withdraw/No Credit mark (WNC) will count as a 0.0 and be included in the GPA and class rank calculations.

Course Loads and Study Hall:

Faribault High School operates on a 7 period school day. Students in grades 9-12 must enroll in a minimum of three (3) credits each semester (six courses), but are encouraged to do more. Students may enroll in one study hall as one of their seven hours.

All students enrolled in study hall will be assigned to an in-person study hall. Online study hall may be available in certain situations. Students in grades 11-12 and have a 1st or 7th hour online class, or have 2 or more PSEO Online or FOA courses grouped together in their schedule, will be permitted to enroll in an online study hall with parent permission. Only after a student has turned in a completed permission form will a schedule be changed to online study hall. Students are expected to leave campus if they are in an online study hall, this includes the building, parking lot, and the South Central Campus.

Technology

Students will be provided technology for use with Falcons Online Academy. The [iPad Loan Agreement](#) highlights key information about our 1:1 technology and the responsibilities of students, families and Faribault Public Schools. Each student enrolled in FOA will be issued an



iPad and keyboard case. Out of district FOA students who are full-time (6-7 courses) will be issued an iPad and keyboard case; supplemental (1-5 courses) out of district FOA students will not be provided FPS technology. Students needing assistance may request a school issued, limited-use, hotspot intended for school use only. Families are strongly encouraged to enroll in the iPad Protection Plan upon receiving their devices.

Technology Support

If you are experiencing a technology issue, please contact the Falcons Online Academy Support Technician, Mr. Mustafe Abdulahi, at mabdulahi@faribault.k12.mn.us or 1-507-333-6597. Please send a message to Mr. Abdulahi and he will be sure to contact you as soon as he is available. Technology support is available Monday - Friday from 7:30 a.m. - 3:30 p.m.

Academic Integrity

Falcons Online Academy expects all students to make a full commitment to academic integrity. Should your teacher suspect that cheating or plagiarism is taking place, you may be asked to verify your course work. This verification may include demonstration of mastery through additional course work, verbal demonstration of understanding, and proctored exams through a google meet or in school at Faribault Public Schools. Expectations of student work includes, but is not limited to:

- Work on each assignment, quiz, test, or exam is completely your own.
- Collaborating with other students on course work must be pre-approved by the course instructor.
- You will not cheat or plagiarize in any form.
- You will not allow others to copy your work.
- You will not misuse content from the internet.
- Only the student enrolled in the course may work on course content.

Honor Code

Falcons Online Academy believes academic and personal integrity are important aspects of our school culture. By following this academic honor code, we promote a culture of trust, responsibility, and excellence within our learning community of students and staff. As members of the Falcons Online Academy community, we ensure all work submitted is our own. We respect intellectual property by giving credit to any sources consulted in the completion of an assignment. We do not engage in dishonesty, plagiarism, unauthorized collaboration, or cheating. We understand our academic success depends on our personal effort and commitment to our learning.

Academic Dishonesty - includes but is not limited to copying someone else's work or allowing one's work to be copied; revealing test content, questions or answers; altering answers, scores or records.

Plagiarizing - act of using another person's ideas or expressions in writing or speaking without acknowledging the source; copying work from a book, computer source, or another individual.

Violations of this honor code will be taken seriously, and may result in disciplinary actions as deemed appropriate by FOA teachers and administration.

**Workspace & Supplies**

Students must have their iPads or personal devices charged and ready each day to complete their coursework. We strongly encourage students to have a designated space for work. High speed internet access is required - if this is not possible, please contact Kris Brazil at kbrazil@faribault.k12.mn.us or 1-507-333-6190 to assist with options.

Required course materials will be provided to students and can be picked up at the Faribault High School during Open House or a pre-arranged time with Kris Brazil at kbrazil@faribault.k12.mn.us or 1-507-333-6190.

While students are online, we encourage students to have access to notebooks, pencils, a calculator and other school supplies you would need in a traditional setting to promote academic success. We also recommend students have headphones in order to participate in live instruction as needed. Students are encouraged to use the [Edgenuity Online Tools](#) embedded within the program to aid students in their learning.

Special Education and EL Services

Special Education and EL services are provided to qualified students enrolled in Falcons Online Academy. However, some of these services may be offered as in-person services. Services will be coordinated by the Online Learning Coordinator and the Assistant Special Education Director or Student Success Coordinator upon enrollment.

Standardized Testing

Falcons Online Academy students are expected to participate in state and district assessments designed to measure student proficiency and progress within various subjects. The Minnesota Comprehension Assessments are state assessments administered in grades 6-8, 10 and 11. Students are expected to attend in person testing sessions to complete the assessment. For more information on student participation, please see Part IV.

Students in grades 7-11 are also expected to participate in FastBridge testing during the fall, winter and spring. These assessments can be completed remotely.

Further information regarding standardized testing will be sent out to students and families before each of the testing dates.

Activities/Eligibility

Students attending Falcons Online Academy that live within the Faribault Public Schools boundary are able to participate in athletics and activities. Students will be expected to follow athletic guidelines outlined in the [Faribault High School Handbook](#) while participating in athletics and activities. Please contact the Faribault High School Activities Office with questions or to register for specific athletics/activities at 1-507-333-6210.

Students are expected to maintain academic progress in all online courses to maintain eligibility for activities. FOA and the Activities Office will work together to determine eligibility and will follow the pacing guide each semester listed below.



EACH SEMESTER

Mid-Quarter: 25% of course complete with an actual grade of at least 60%

Quarter: 50% of course complete with an actual grade of at least 60%

Mid-Quarter: 75% of course complete with an actual grade of at least 60%

Semester: 100% of course complete with a relative grade of at least 60%

Activities Attendance Policy

To maintain eligibility to practice, rehearse, compete, or perform in any FHS co-curricular activity, the student must attend class all 7 periods. Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused and/or truant.

Part IV: District Level Policies, Procedures, and Discipline

Educational Benefits Forms

We do need Educational Benefits forms to be filled out each year so the school can receive benefits through the USDA. These forms are sent home at the beginning of the school year, are available in the school office, or [may be accessed on the district website](#). **Forms must be completed annually.**

Ombudsperson Service:

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment.

Pesticide Application Notice:

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, a parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the district office), and the long-term health effects of the class of pesticide on children can be requested by contacting.

Lead in School Drinking Water:

A school district must send parents an annual notice that includes the district's or charter school'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.

Pledge of Allegiance No. 531:

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted: A. By each individual classroom teacher or the teacher's



surrogate; or B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Student Publications and Materials Policy No. 512:

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. School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student writers 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 and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

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 licensure requirements at the grade level and the subject area in which the teacher has been assigned.

STATEMENT OF RIGHTS

- A. Rights of Parents and Eligible Students: Parents and eligible students have the following rights under this policy:
 - a. The right to inspect and review the student's education records;
 - b. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 - c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;



- d. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post- secondary educational institutions;
- e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
- f. The right to be informed about rights under the federal law; and
- g. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post- secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability. The school district shall provide for the need to effectively notify parents or eligible students with a disability.

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

D. Annual Notification of Rights

- a. The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy. The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
- b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
- c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
- d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement



unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20U.S.C. § 7917, part of the federal Every Student Succeeds Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder. The name and address of the office that administers FERPA is:
U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520
- g. The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

Links to School District Policies:

[102 - Equal Educational Opportunity](#)

[413 - Harassment & Violence](#)

[501 - School Weapons](#)

[503 - School Attendance](#)

[504 - Student Dress & Appearance](#)

[506 - Student Discipline](#)

[509 - Enrollment of Nonresident Students](#)

[513 - Student Promotion, Retention & Program Design](#)

[514 - Bullying](#)

[515 - Protection & Privacy of Pupil Records \(1 of 2\)](#)

[515 - Protection & Privacy of Pupil Records \(2 of 2\)](#)

[524 - Internet, Technology, and Cell Phone Acceptable Use & Safety](#)

[526 - Hazing Prohibition](#)

[529 - Staff Notification of Violent Behavior by Student](#)



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.



Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Check with your local school or district to see if there are any other consequences for not participating.

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- | | |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/MTAS Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.