

Minnesota Virtual Academy Online Syllabus for Consumer Math (A) Semester 1

A) Instructional Contact, Communication and Academic Support Information

Teacher Name: Andrew Borne

Teacher Phone Number: 612-770-4404

Teacher Skype Username: abornemath

Teacher E-mail: aborne@mnva.org
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Class Connect Times: 9:00am Monday – Thursday (see the class PLAN for days off)
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Teacher Contact Time

Class Connect sessions are designed to provide instructional, academic, and social support to our students. These sessions are provided to tie the lessons within the Online Learning System and the MN standards together to improve student achievement. Class Connects sessions are conducted via Blackboard. The times scheduled for Class Connects are listed above. ***Attendance for Class Connect sessions Monday & Thursday is mandatory. Attendance is taken on Tues, Wed, Friday by noting participation minutes by the student logging into the course page***

The instructor will respond to students within 24 hours on scheduled school days, Monday through Friday, unless the teacher has previously notified their students that they will be unavailable for a period of time. Non-verbal communication is the primary communication platform for MNVA-High School teachers, students, Learning Coach, and administration. Often, the information is time-sensitive, and many items require a specific response. Most communications to MNVA-High School students will be sent via e-mail. However, teachers might use other methods such as Skype or phone calls to contact students if that method is preferred.

Major projects or research papers submitted by the students will be processed and graded within a week.

Student-to-Teacher Communications

Students may contact the teacher using the following methods:

Teacher Skype Username: abornemath

Teacher Phone and voicemail: 612-770-4404 (this works for texting / iMessages)

Teacher E-mail: aborne@mnva.org

Student Attendance Expectations

Attendance Policy

The Minnesota Virtual Academy school year is 174 days in length and students should participate 6 hours a day for 5 days a week. The overall attendance should equate to 6 hours daily; the daily online lessons would be a large portion of this overall time. Daily, teachers will verify the attendance hours and active participation in the course and document additional attendance hours spent in curricular activities outside D2L to capture a student's overall attendance. It is this overall attendance that should equate to 6 hours daily; the D2L hours would be a large portion of this overall time. For students who do not demonstrate adequate attendance hours and active participation in their course, teachers will notify parents/guardians of the attendance concern, discuss the situation, and record an absence(s), if warranted. For students who do not show improved attendance hours and active participation in their course, teachers, advisors, and administration will notify parents/guardians of the attendance concern, discuss the situation, and record an absence(s), if warranted.

Absences

Under Minnesota Compulsory Attendance law, children ages 7 – 18 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 1 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:**

- a. The scheduled online lessons in the D2L
- b. D2L lessons, equaling approximately 6 hours of school work (for full-time students) must be complete in the D2L (Minn. Stat. §120A.41)
- c. Ideally students will complete each subject on a daily basis, or as scheduled weekly within the default settings. If students wish to modify their assigned schedules, this may be done if it is agreed upon by their assigned classroom teacher(s) involved in the modified schedule;
- d. Online work must be verifiable. Work is verified by completing both online and offline activities, assignments, and assessments. If online work should ever need verification for authenticity, students and/or learning coaches must submit all paper copies of said activities, assignments and/or assessments to their assigned homeroom teacher by the due date given;
- f. The scheduled direct service instruction provided by a special education teacher, English Learner teacher or other specialist, as outlined in the student's service agreement.

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 e-form, posted on our school website and made available through the school advisors and homeroom teachers.** Teachers are solely responsible for reporting unexcused absences. Daily, teachers will verify the attendance hours reported in D2L by reviewing the time spent on completed lessons and will document additional attendance hours spent in curricular activities outside the D2L platform to capture a student's overall attendance. It is this overall attendance that should equate to 6 hours daily. For students who do not demonstrate adequate attendance hours and active participation in their coursework, unexcused absences will be reported for that day.

Excused and Unexcused Absences

Parents or legal guardians must report all student's absences to the attendance e-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 may require 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 Class Connects 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 Black Board Collaborate 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.

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 either their student's grade level advisor or homeroom teacher of the absences prior to the vacation. **Extended breaks must have approval from the Administration if the vacation is planned for more than three days.** Failure to notify the school personal in advance of the absence will result in the day(s) being marked as unexcused absences and subject to all Minnesota school attendance laws.

School Closings

Because MNVA is a virtual school, we are not subject to school closings due to inclement weather. Students are expected to log in and participate in their daily classroom schedule, even when Houston Public School's traditional sites are closed.

Academic Support Available

Each student, in addition to the availability of scheduling one-on-one sessions with the instructor, homeroom teacher, and counselor assigned to offer assistance. The homeroom teacher will be monitoring individual class attendance, work with their homeroom students to complete the PLP (personalized learning plan) and checking in with their student to provide support in terms of academics and any school related issues. The counselors serve to ensure the student is enrolled in the necessary coursework, both for graduation requirements and preparation for pursuits beyond high school.

Technical Support Available

If a student is using his/her home computer, the student is responsible for computer hardware and software issues. If a technical need arises in regard to course material or a course CD, the student should contact K12 Technical Support at (866) 512-2273 and the technical support staff will assist him/her with the issue. If an MNVA-HS student is experiencing difficulties with an MNVA-HS-supplied computer, the student should contact K12 Technical Support immediately at (866) 512-2273 so the repair can begin promptly. The student should contact his/her teachers and the MNVA-HS office toll-free at (866) 215-2292 option 4 if he/she is experiencing technical issues.

Communications with Resident District for Part-time Students**Format and Frequency of Reports:**

The Lead Academic Advisor faxes grades at mid-semester and the end of the semester to the local school contact person, the parent and the student. If requested by the enrolling district, progress reports are faxed on a more regular basis.

Format and Frequency of Communication:

The Lead Academic Advisor phones or emails the enrolling district if any of the following issues arise:

- Plagiarism
- Lack of Attendance
- Lack of Progress toward Course Completion
- Compliance requirements due to 504 Plans or IEPs.

Final Grades and Submission:

The Lead Academic Advisor faxes final grades within 10 days of the end of the semester unless the enrolling district has requested the grades earlier.

B) Course Outline

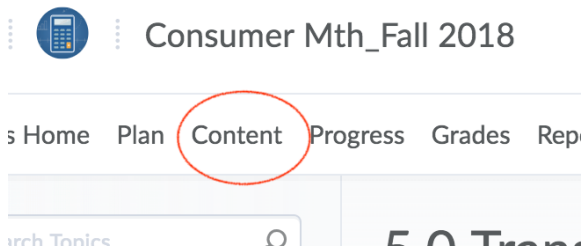
Course Name: Consumer Math A (the first half of a full year of Consumer Math)
Course Credits: 1 credit, (one full-year course is 2 credits)
Course Prerequisites: Pre Algebra or equivalent

Course Goals and Objectives

Understand and apply knowledge of Decimals, order of operations, arithmetic with fractions, numbers as percents, using tables and graphs, taxes in its various forms, budgeting money for recreation, and activities of living.

Topic Outline

* available for viewing in the course page under “CONTENT”



Required Texts and / or educational materials

Summit Curriculum Geometry: none, the course materials are under content.

Minimum Technical Requirements

***Chromebooks, Android powered phones and tablets,
and iOS devices are not supported***

Students may use either a Mac or Windows/PC with the following capabilities:

- ☐ Disk space: 200 GB or more
- ☐ Broadband Internet connection, Ethernet or Wi-Fi, 2 Mbits minimum
- ☐ Microphone and speakers
- ☐ Operating system: Windows 7 SP1 or macOS version 10.5 or higher
- ☐ Web browser: Google Chrome or Mozilla Firefox, latest version.
- ☐ PDF reading software, such as the free software Adobe® Reader®
- ☐ Macromedia Flash™

Students are expected to be competent in using current technology appropriate for this class. Such technology may include word processing, spreadsheet, and presentation software. Ability to use the Internet and e-mail, download files from e-mails and the Internet, and attach files to e-mails and upload files is also required.

Final Exam (Date, Time)

On or before Jan 18nd, 12:00pm noon.

Extra Credit Option (If available)

Extra credit will be available for students who are at or exceeding 90% of the course point totals.

Assessment of Student Work

Grading

During online courses, students will receive grades for homework assignments, quizzes, tests, projects, participation and other activities. **Students will be able to see their grades at any time by going to their grade books.** If students have questions about grading procedures, they should contact their instructors. ***Students are required to save their work throughout the semester.*** By saving their work, students will be able to retrieve any assignments in question and review them with their teachers in the event of a dispute or question over a grade.

General Description of Assignments, papers, projects, exams and other student work with a schedule of due dates and relative weight in the grade.

There are five units of study, and a unit test for each one.

Each Unit is composed of lessons. Each lesson has an associated “Quiz”. Discussions are also a part of this course. Longer assignments are also given.

MNVA-HS Grading Scale

93-100 = A	4.0	83-86 = B	3.0	73-76 = C	2.0	63-66 = D	1.0
90-92 = A-	3.7	80-82 = B-	2.7	70-72 = C-	1.7	60-62 = D-	0.7
87-89 = B+	3.3	77-79 = C+	2.3	67-69 = D+	1.3	0-59 = F	0

Late Work Policy:

- All work in units 1,2,3 are due before the end of the first quarter, November 2nd, 12:00 noon.

- All work in Unit 4,5,6 are due before the end of second quarter, January 18th, noon.

If extenuating circumstances prevent you from completing work before a deadline, please contact your teacher in advance. The late policy may be adjusted on a case by case basis at the discretion of the teacher. Students with IEPs and 504 Plans may be subject to a different policy as stated in their IEP or 504.

Policy for Addressing Academic Dishonesty

If a student is found plagiarizing or cheating, disciplinary action will be taken. The student will be notified by the teacher regarding the plagiarism. The teacher will also send notification of the plagiarism to the MNVA-HS office to be placed in the student's file.

- **First offense:** the student will be required to redo the assignment. Based on the teacher's syllabus, the student's grade will reflect a reduction of points for the plagiarized assignment.

- **Second offense:** the teacher will notify the student and his/her learning coach and arrange a meeting to discuss plagiarism and establish a system to ensure the behavior stops. The student will receive a zero on the assignment or be asked to redo it for partial credit.

- **Third offense:** a meeting will be called between the student, learning coach, teacher, advisor and administrator to address the recurrent plagiarism and discuss an academic plan to correct the problem and increase the student's understanding of academic integrity.

Repeated offenses may result in the recommendation that the student be removed from the course. Removal from a course is subject to authorization by administration and, where necessary, will result in a failing grade in the course for the semester.