

Procedure #5015
Category: Academy Programs
Title: CLASSES AT FARIBAULT PUBLIC SCHOOLS
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Reviewers: MSA Superintendent; MSA Directors; MSA-FPS Coordinator(s)

PURPOSE

This procedure is to establish a clear and consistent procedure for students who wish to take courses within the Faribault Public Schools system.

PHILOSOPHY

1. We believe that if programming is educationally appropriate, the interaction between MSA students and non-MSA students in an integrated educational setting is valuable and desirable. Placement determination is based on the individual needs of the students and an option afforded to them by State and Federal law. In accordance with this belief, a partnership with the Faribault Public Schools (FPS) has been established to provide this opportunity to our students.
2. We believe that an integrated environment will provide the opportunity for a broader range of academic and/or vocational skills and experiences. In order to access this option, accurate identification of student needs and establishment of appropriate support services is required.
3. We believe that decisions for coursework at FPS are based on the following educational considerations:
 - a. Demonstration of a need as documented in their Individual Education Programs that cannot be met at the Academies.
 - b. Assurance that the educational environment will provide appropriate support services covering academic supports, social, emotional, and psychological considerations, and transition needs/challenges.
 - c. The student's levels of academic achievement, motivation, independence, and positive attitude towards balancing their classes at both MSA and FPS.

CRITERIA

Students wishing to attend classes at FPS must meet the following criteria to be considered.

1. The student must possess adequate academic skills to participate in regular education coursework and meet expectations for those courses. FPS will not enroll MSA students in their special education or remedial classes.
2. Student needs and IEP considerations demonstrate a need that cannot be met at the Academies. Examples of those needs are:
 - a. Needs on the student's IEP reflect a need for social or language development that incorporates spoken English and/or interactions with peers through spoken English.
 - b. The student demonstrates abilities and skills that are not aligned with peers at MSA – necessitating exploration of different courses that may provide peers at similar academic levels.
 - c. The student has transition-related goals and services which require coursework that is not available at the Academies.
 - d. The student wishes to take courses that are not available at MSA (i.e. Advanced Placement, specific Literature, or specific transition-related courses)
3. Student readiness and behavior should be conducive to success in classes at FPS.
 - a. The student has a positive self-concept and confidence.
 - b. The student is independent and responsible, demonstrating the ability to follow a different schedule and adhere to transportation pick-up and drop-off times.
 - c. The student demonstrates ability to maintain consistent attendance and manage coursework loads. The student is able to advocate for additional support (tutoring, additional modifications) as needed.
 - d. The student demonstrates interest and skills in a particular academic or vocational area.
 - e. The student demonstrates appropriate expressive/receptive communication skills for the class under consideration. The student demonstrates reading/writing skills appropriate to the class under consideration. If the student requires the use of an interpreter, the student must demonstrate the ability to use an interpreter for both receptive and expressive communication. The student is able to advocate for their communication needs (i.e. Braille, sign language interpreter for study sessions, use of FM Systems)
 - f. The student is likely to meet the objectives of the classroom placement independently (or with minimal assistance).
 - g. The student is committed to a full semester of attendance/participation in FPS coursework. The student follows all required timelines for registering and planning for coursework.

4. For continued placement in classes at FPS; the student must demonstrate consistent ability to manage classes, attending classes regularly, keeping up with course assignments, and maintaining a GPA of at least 2.5 (for Middle School and High School students). Failing a course will require a meeting with the Director to discuss supports necessary before consideration of registering for the subsequent semester.

PROCESS

Requests for consideration to take classes at FPS must be submitted to the MSA-FPS Coordinator, following deadlines established by the Director. The IEP team must be reconvened to consider requests for classes, make adjustments to the student's IEP as needed, and if appropriate, modify the students' educational placement to include classes at FPS.

The criteria are intended to guide the determinations of the IEP team as it considers whether or not class(es) at FPS is an appropriate educational option for each individual student. The decision to modify the educational placement of a student will be based on IEP-team determination of how the students' performance and needs align with the criteria. The IEP team will utilize available data from teachers, test results, and other sources to make their decision.

All classes are scheduled by the MSA-FPS coordinator, working alongside the Directors of each campus to coordinate scheduling between MSA and FPS.

CALENDAR/EARLY RELEASE DAYS

The FPS calendar does not always align perfectly with the MSA calendar. Students must be aware of the current schedules of both programs and work with the MSA-FPS Coordinator to ensure adherence to both schools' calendars and schedules. Students must be aware that the add-drop period for classes at FPS is limited to the first two days of each semester. Students must commit to participating in classes for the full semester if they do not drop classes within this two-day period.

Students are expected to attend classes at FPS, even on days when MSA is closed. Students who live locally must make plans to attend classes, following plans for transportation and other needs. FPS will continue to provide transportation for students who live locally or stay in the dorms when MSA is closed. Students who do not live locally must discuss plans with the MSA-FPS Coordinator to determine how they will continue to participate in classes. Options include e-learning activities arranged with the teacher; staying in the dorms at MSA during those days; staying with a friend/family member in the area; and/or making plans with the teacher to make up work that is missed. If students do not plan to attend class in person, the student must communicate with the MSA-FPS Coordinator so arrangements to cancel support services such as interpreting can be made.

Students must understand that classes at FPS do not follow MSA's early release on Fridays. Students must follow the same procedure for days when MSA is closed above. For this reason, it is not encouraged that students register for classes during 6th period.

On days when MSA has special assemblies or activities, the student must meet with the MSA-FPS Coordinator at least 48 hours in advance and ask if the activity is allowable for an excused absence from FPS classes. Often, FPS classes will take precedence over activities at MSAB/MSAD with only a few exceptions. For elementary students, the MSA-FPS Coordinator, the Director, and the parents should meet prior to the semester to determine specific criteria for excusing absences from FPS classes (i.e. Field Trips, special guest speakers).

On days when FPS is closed for Early Release (Professional development and/or parent/teacher conference days), the student must work with the MSA-FPS Coordinator and attend either their regularly scheduled classes at MSA (ECE-5th Grade) or remain in a study hall location (6th-12th grades) during their scheduled FPS class periods.

TRANSPORTATION

FPS funds the transportation of any student taking classes at FPS through their contracts with the Faribault Transportation Company.

At the beginning of each semester, a transportation schedule will be established for MSA students. Students are responsible to meet the bus in an agreed-upon location, following times listed on the schedule. MSA will only provide transportation for students, using a driver and MSA vehicle if the student has missed the bus due to circumstances beyond their control. Students who miss the bus for unexcused reasons will have to arrange their own transportation and/or report to study hall. They will have to make up the work they missed that day and communicate with the MSA-FPS Coordinator, the MSAB or MSAD Main Office, their teacher, and their support services providers (interpreters, etc.). MSA will provide transportation for students who need to return to FPS for assistance from teachers before and/or after school.

Since FPS provides the transportation for students taking classes at FPS, students are expected to follow FPS' transportation rules and expectations. Below is the FPS policy of bus rules and consequences for breaking those rules.

Major Infractions:

Violations of the following rules will result in immediate suspension of riding privileges.

1. Throwing objects at the driver or in front of the bus so as to distract the driver.
2. Opening or tampering with the emergency exit door on the bus.
3. Swearing or using obscene language at the driver or treating the driver with disrespect.
4. Use of tobacco, alcoholic beverages, and/or use of non-prescription drugs.
5. Fighting with other students or the intimidation or threatening of other students.
6. Vandalism to bus property or property of other students, not only will result in suspension from riding the bus, but also require payment for the damages to the director of the bus operation.
7. Igniting a match or fire.
8. Any other serious infraction that endangers other students on the bus or the driver, or which could affect the safety on the bus.

Minor Infractions:

Violations of the following rules will result in issuance of a citation of the bus driver for the first violation and suspension of riding privileges for repeated violations:

1. Standing up while the bus is in motion.
2. Switching seats while the bus is in motion.
3. Walking about the bus.
4. Opening windows without authorization of the driver.
5. Swearing at other students.
6. Throwing objects about the bus (other than in the direction of the driver or the driver's area of the bus).
7. Throwing items out of the window.
8. Any other infractions that are not considered causes for immediate suspension.

ATTENDANCE

If a student has to miss a class at FPS, the student (or parent) must inform the MSA-FPS Coordinator. The MSA-FPS Coordinator will communicate with the bus company, classroom interpreter, and document the absence. The student (or parent) is responsible for communicating with the students' teacher at FPS to request make-up work if needed.

Students are responsible for attending classes at FPS unless they are excused by the MSA-FPS Coordinator for certain reasons. Middle School and High School students who willfully miss FPS classes will be disciplined in accordance with the MSA Student-Parent Handbook.

FPS LUNCHES

If students are at FPS during lunch periods, they will receive subsidized lunches at FPS. In order to receive lunch at no cost, the MSA-FPS Coordinator will complete and sign an 'Application for Free and Reduced Price School Meals for Children' form for each student once a year. All MSA students are placed on one account.

Students receiving lunch at FPS will be given a lunch ID number. Each student will be responsible for the ID and the meals that are credited to their accounts. The lunch ID may only be used to purchase a "Type A" lunch. No a la carte items may be purchased with the ID. These are sold on a cash-only basis which can be purchased by the student with their own money. Students may also opt to bring their own lunch.

ORIENTATION

All students that are registered for classes at FPS must attend orientation with the MSA-FPS Coordinator prior to their first class. This orientation will include information about items such as their schedule; add-drop dates; transportation; use of interpreters and/or other support services; how to self-advocate for their educational needs; communication channels; technology rules and agreements; and duties/responsibilities of taking classes at FPS.