



Mission: The mission of VIBE is to Teach the Individual, not the Group.

Welcome:

VIBE is a public school using an innovative model to provide your child with the best education possible. Our unique educational approach allows us to tailor an education that is specific to each learner. VIBE utilizes the award-winning Fuel Education, K12, and Harmony Educational Services curriculum. This rigorous, content-rich curriculum meets or exceeds state standards across all subject areas.

By enrolling in our school, you are partnering with a team of knowledgeable and experienced educators. Highly qualified teachers work with you in monitoring student progress, attendance, and content mastery while providing professional insight, instruction, and support. Our administrative staff is committed to the success of every child in the program.

We are proud of the school's future and the promise of outstanding parents, our community, and faculty support system. Not only are we proud of our school, but we also believe it is a profoundly good choice for families who are interested in getting actively involved in their children's education. At VIBE, we know that choosing the right educational setting for your child is not a decision to be taken lightly. We encourage you to learn more about our program and how it may benefit your child. Our dedicated staff is here to assist you as you go through this exciting endeavor. On behalf of all of us here at VIBE, we hope to welcome you soon to our school community.

VIBE Leadership Team

Academic Calendar

- K-8th grade-Semester length courses
- 9-12 grade-Quarter length courses
- Students enrolled in VIBE will have the remainder of the current class to complete the course.
- Vacations must be requested in advance and student must complete all coursework prior to trip.
- Access to school year calendar may be found <http://www.isd518.net/vibe-calendar>

Academic Guidelines

Students and parents may check progress by logging into:

[OLS \(K-5\)](#) or [Peak \(6-12\)](#)

Questions about student progress should be directed to the instructor of the specific course.

- **Grade to Date:** Comprised of the quantity and quality of the work student has currently completed in the course.
- **Cumulative Grade:** Includes all assessments in the course, even ones that have not been completed.
- **Percent Complete:** Percentage of the assignments currently completed in the course.

A	94-100
A-	90-93
B+	87-89
B+	84-86
B-	80-83
C+	77-79
C+	74-76
C-	70-73
D+	67-69
D+	64-66
D-	60-63
F	0-59

Academic Integrity

At Virtual Instruction By Excellence, students are expected to adhere to the highest codes of academic conduct. Not only at VIBE, but also in college and work environments, will students be expected to respect and obey guidelines of honesty and integrity. Therefore, we require that all students understand and obey the following rules.

- Academic Integrity is being honest when conducting business or completing assignments at school or online. A student has violated the code of academic integrity when he/she plagiarizes, forges a document or parent note, falsely records data from a science experiment, cheats or helps a classmate to cheat, submits work that he/she did not do, or submits work that has already been turned in for a grade in another class.
- Plagiarism is using another person's words or ideas without properly citing your source. It can be either intentional or unintentional.

Attendance

Attendance is defined as continuing to actively make progress in each course and being engaged in the learning process.

- Spend an average of 60 minutes per day in each course.
- Submit assignments that show effort, of your own doing, and making progress to course completion. (Work that is submitted, but violates VIBE's academic policy will not earn points and will not count towards attendance.)
- Revise work recommended by the instructor.
- Maintain regular communication with instructor.
 - Respond to email and phone calls faculty and staff within 24 hours.
 - Update VIBE office staff when address and phone numbers change.
 - If you are under 18, parent or guardian must contact VIBE office staff if you are unable to log-in for more than 24 hours (illness, vacation, etc..)
- VIBE tracks attendance through system logins, system activity, and work submission.

Students who do not attend courses and are academic behind may be referred to county truancy officers.

Curriculum

K-5th Grade Curriculum Choices

- [K12](#)
- [Harmony Educational Services](#)

6th-8th Grade Curriculum Choices

- [Fuel Education](#)
- [Harmony Educational Services](#)

9th-12th Grade Curriculum

- [Fuel Education](#)

Enrollment

The open enrollment process opens twice a year (in the fall prior to the school year and over the winter break prior to the start of the second semester).

- [How to Enroll](#)
- A VIBE representative will contact you and email additional paperwork required to enroll. Documents must be submitted within one week.
- Upon receipt and successful review of submitted documents, school records will be requested and your student will be approved.

Immunizations

Minnesota requires all students enrolled in grades kindergarten through 12 to show they have received immunizations or an exemption. **Students missing required immunizations will have their courses put on hold until compliant.**

- [MN Department of Health](#)

Policies & Procedures

Below are some important policies that you and your student should review. Complete policies can be found at www.isd518.net/school-district-policies

- [Policy 503 Student Attendance](#)-This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.
- [Policy 506 Student Discipline](#)-The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.
- [Policy 509 Enrollment of Nonresident Students](#)-The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.
- [Policy 515 Protection and Privacy of Pupil Records](#)-The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.
- [Policy 524 Technology Acceptable use and Safety, and Electronic Communication](#)-The purpose of this policy is to set forth policies and guidelines for access to the school

district computer system and acceptable and safe use of the Internet, including electronic communications.

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 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 students is no longer be considered a resident of Minnesota and is not eligible to generate state aid.

Special Education Services

The Special Education Department for Worthington School District’s online school consists of licensed special education teachers and support staff who work with students enrolled in the Virtual Instruction By Excellence (VIBE) School. SWSC contracts with Worthington Public Schools with its special education director assigned to serve the district. Other supportive services may be provided to online programs by Worthington staff assigned to each program.

- **WORTHINGTON SPECIAL EDUCATION DIRECTOR**

The special education director provides leadership in the area of special education to all of Worthington schools. All final decisions directly related to special education services and practices rest with this person, in collaboration with the Worthington School District Superintendent, the principals/site leaders, and the special education coordinator for online programs.

- **SPECIAL EDUCATION COORDINATOR OF ONLINE PROGRAMS**

The special education coordinator assists the principals/site leaders and the Worthington special education director in development and implementation of special education practices within the online programs. The special education coordinator is responsible for communication of expectations (federal, state, Worthington) to online teachers. The special education coordinator acts as a resource to administrators relating to special education knowledge, process and skills, a resource to teachers and clinicians for any special education needs, and as a teacher trainer. The special education coordinator works with all online special education teachers to ensure the delivery of a quality program for each

student with special education needs. A Google Team Drive houses documents, services, and communication of the VIBE special education information.

- **ONLINE SPECIAL EDUCATION TEACHERS and SERVICE PROVIDERS**

The online special education teacher/service providers provides case management duties for all students assigned to her/him. In these duties, the teacher is an active member of the student's IEP team and holds primary responsibility for IEP development and implementation. The teacher holds responsibility for ensuring that all special education re-evaluations needed for effective programming are completed. The Worthington Special Education Assessment Team is responsible for initial and 3 year re-evaluations. The teacher ensures that all timelines are met and all documentation is completed and submitted to the online special education office.

- **SPECIAL EDUCATION SECRETARY**

The special education secretary provides support to the special education director, coordinator and special education teachers in all areas of communication, due process and records management.

State Mandated Testing

Testing is used in schools to measure student achievement. State tests are given to students in a district once a year, based on their grade level and subject area. A VIBE staffer will coordinate test dates and locations based on student numbers and the available testing window provided by the MN Department of Education.

- [MN Department of Education Testing Page](#)
- [MN Department of Education Parent MCA Fact Sheet](#)
- [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

Supplemental Learning Enrollment

What is Supplemental Online Learning?

Supplemental online learning means taking an online course in place of a class period during the regular school day at a local district. Students seeking supplements to local course offerings may take up to 50 percent of a full schedule of courses per term at their enrolling district.

How do I enroll?

Students interested in supplemental learning should contact VIBE at 507-727-1195 or email VIBE@isd518.net. After VIBE staff confirms that supplemental learning will work for you, the [Online Learning Supplemental Notice of Student Registration](#) form must be completed. The following information must be included: courses, credits to be awarded,

the start and end date of courses, and confirmation that the courses will meet the student's graduation plan. After receiving the completed form, student will be enrolled in courses with the approved start date.

What courses are available?

For grades 9-12, VIBE uses the award-winning [K12 Fuel Education curriculum](#). Course offerings depend on availability of a MN licensed teacher.

Additional Information

- [MN Statute](#)
- [Online Learning Supplemental Notice of Student Registration Form](#)

Technology Support

Technology support services can be found through the [Service Station](#).

This includes:

- Exam passwords and quiz issues
- Login help
- Message system
- Additional support topics