



Responsible: Office of Student Services

PURPOSE

This administrative procedure shall describe and define protocols related to attendance at North Star Online School. (Middle School Students).

PROCEDURE

1. A full-time NORTH STAR student is one who is enrolled at NORTH STAR. The full-time NORTH STAR student in grades 7-8 must be enrolled in six NORTH STAR classes per semester (3 credits). All classes must be completed within the semester in which they were started. Students who do not complete a class within a semester will receive a failing grade. No extensions are available.
 - a. NORTH STAR students are required to take all mandated Nevada State standardized tests (e.g. CRT).
 - b. NORTH STAR students may be enrolled in up to two classes at their zoned middle school:
 - i. If requirements are met and
 - ii. If the course is not offered through NORTH STAR
 - iii. If additional support is needed at the zone school for students needing IEP, 504, ELL, or GT services
 - c. NORTH STAR students may elect to participate in one extra-curricular activity at the zoned school. Transportation is not provided to North Star Students wishing to attend their zoned school concurrently.
 - d. Once enrolled in a course or accepted in an activity program, the NORTH STAR student must abide by all WCSD and school rules and regulations regarding attendance, behavior, grading, book deposits, and program-specific requirements, such as attendance at performances and special rehearsals. It is the student/parent responsibility to be aware of school schedules, which may rotate or change on a daily basis.
 - e. In order to maintain full-time NORTH STAR enrollment, a student must make progress in each courses weekly. Students who do not make progress in each course weekly will be withdrawn and referred to their home elementary school.
 - f. Students who qualify for special accommodations through an IEP, 504 or ELL designation need to be aware that North Star is limited in its ability to provide special service and accommodations is limited in an online setting.

If a parent wants a change of placement meeting a District Program Coordinator from special education, the case manager for North Star and principal must be included in a change of placement for the student prior to enrollment.

2. Students residing in Washoe and the state of Nevada as well as counties that touch Washoe County are eligible to apply to attend North Star. There is no fee to attend North Star online school. All instruction is Internet-based and the majority of coursework is completed online. Students must maintain access to high speed internet services and have access to a computer for 4-5 hours daily. If a student can show financial need a computer may be loaned from North Star. Students must enroll in six courses and complete lessons weekly or they are considered absent and truant.
3. All students may apply through North Star between March and June for acceptance in the coming school year.
4. GRADING POLICY
 - a. All courses receive letter grades (A,B,C,D,F) Grades will be posted upon course completion by the NORTH STAR registrar where the student completed the NORTH STAR class. Final grades will become part of the student's permanent record.
 - b. No partial credit is awarded for partial completion of a NORTH STAR course.
 - c. Students cannot retain full-time status and drop a course. Students who drop a course will be withdrawn and referred to their home school and will not be given the opportunity to finish the remaining courses.
 - d. All NORTH STAR classes will show "OL" (on-line) as part of the course title on the transcript.
 - e. No middle or high school credit may be earned while enrolled in any elementary school including NORTH STAR ES.
 - f. NORTH STAR will maintain weekly contact with all NORTH STAR students.
 - g. NORTH STAR will post final grades/credits for all NORTH STAR students to transcript.
 - h. Grade records for NORTH STAR students will be maintained by North Star Online School.
 - i. Students may use a North Star Course to replace an "F" in a content equivalent class and may use a North Star course to raise a grade.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to give information and details about WCSD online middle school course content, registration and other procedures.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
	1.0	Adopted as Accepted Practice
7/1/2012	2.0	Revised
2/25/2014	3.0	Revised: Converted to administrative procedure (formerly WOLF Online School)