Responsible: Office of Strategies and Ombudsman Services, Department of Extended Studies

PURPOSE

This administrative procedure addresses and provides guidelines for the use of Edgenuity in Grades 6-12, inclusive, as an online credit option (either on campus/Brick and Mortar or off campus/Distance Education) for middle and high school students district-wide in the Washoe County School District ("District").

This procedure does not refer to individual Computer-Based Instruction (CBI) modules incorporated into regular instruction, North Star Online School, or other options offered through the Department of Extended Studies.

DEFINITIONS

1. Edgenuity is as an online computer-based education program and personalized learning platform for students.

2. "OLE" refers to online education.

PROCEDURE

1. Monitoring and Oversight:

    a. The Extended Studies Coordinator is responsible for the oversight of this Administrative Procedure and has the responsibility of monitoring school use and ensuring compliance.

2. Eligibility:

    a. Edgenuity is available to all middle and high schools in the District.

    b. The program is available for credit recovery and for credit accrual with principal (or principal designee) and parent/guardian approval.

    c. In accordance with Administrative Procedure 5505, Repeated Courses, OLE courses may be used to raise a grade. Students must take the Credit Accrual (CA) course in Edgenuity to raise a grade (not the Credit Recovery CR course).

    d. Not all students are successful in distance education or computer-based courses. Students who typically have success have the following: good time management, works well independently, and works well with technology. If a student is lacking in these areas, distance education or computer-based instruction may not be the best fit for the student's academic needs.

3. Enrollment and Attendance:

    a. Students and parents/guardians must be notified by a school administrator and/or school counselor that the type of credit issued will bear the "OLE – Online Education" designation and will have special

implications: not all OLE courses are approved by the NCAA Clearinghouse and some universities may not accept online courses.

b. Students will be provided access to an orientation video which will clearly communicate the navigation, expectations and rules of the course. Schools will use the Student video as part of the orientation process.

c. Edgenuity can be implemented in the following ways with students currently enrolled full-time in WCSD.

   i. Brick and Mortar – taken on campus in a computer lab/classroom:

      1) Student works on Edgenuity in a regularly scheduled class period. High school students will be enrolled in Infinite Campus in "Learning Center" (7701/7702) for attendance and in the specific Online Education (OLE) course title in the appropriate period for academic progress and final grade. Middle School students will be enrolled in Infinite Campus in "Learning Center" (835) for attendance and in the specific OLE course title in the appropriate period for progress. This must be done for each period for which a student is taking an Edgenuity course.

      2) Attendance will be taken daily in Learning Center.

      3) This must be done for each period for which a student is taking an OLE course.

   ii. Extra Distance Education - taken outside of the minimum academic load requirement:

      1) Student is taking Edgenuity as a distance education course outside of the instructional day. For example, the student would have a full traditional schedule; in addition, they would be working on an Edgenuity course over and above the full academic load requirement.

      2) Students may enroll in this type course for either credit recovery or credit accrual:

         a) High School, students will be enrolled in Infinite Campus in "Extra Distance Education" (8047/8048) Period 0, 7, or 8 for attendance and in the specific Online Edgenuity course title in Period 0, 7, or 8 for progress.

         b) Middle School, students will be enrolled in Infinite Campus for "832 Distance Education (standards or traditional") depending on whether the middle school

is standard based grading or traditional grading of "A, B, C, D, F".

3) Attendance will be based on student progress for the week or documented teacher/student two-way communication that is specifically related to the OLE course when progress has not been made. If there is no student progress made during the week or there is no documented two-way communication during the week, the student will be marked absent for the entire week.

4) Students may carry the course work over to the following term within the school year (Fall course carries over to Spring; Spring course carries over to Summer). The course must remain outside the minimum academic load.

iii. Distance Education per course taken as part of the minimum academic load (High School only).

1) Student is taking OLE as a distance education course as part of his/her academic load. For example, the student would have 3-5 traditional courses and 1-3 distance education courses off-campus to complete the academic load.

2) Students will be enrolled in Infinite Campus in "Distance Education" (8043/8044) for attendance and in the specific OLE course title in the appropriate period for progress.

3) The school will create a Plan of Study with the student and his/her parent/guardian. See Section 8 for details on Plan of Study.

4) Attendance will be based on student progress for the week or documented teacher/student two-way communication when progress has not been made.

5) If there is no student progress made during the week or there is no documented two-way communication during the week, the student will be marked absent for the entire week.

6) If a student and his/her parent/guardian is interested in a full-time distance education program, they should be referred to North Star Online School.

iv. Supplement to a Traditional Course:

1) Edgenuity can be used as an instructional tool in a traditionally taught class. In these cases, the student would not earn credit through Edgenuity. The course would just be

a supplemental tool to a traditional course. (Note: this Administrative Procedure does not address Edgenuity being used as a supplement to a traditional course.)

v. Students with an Individualized Education Plan (IEP) or a Section 504 Plan:

1) Although it is possible to supplement instruction through modification, it is not allowable in the State of Nevada to replace or modify approved distance education lessons without prior approval of the Nevada Department of Education. If coursework needs to be modified through IEP or 504 accommodations, follow the procedures outlined in #5 below.

2) Coursework must be offered as approved in accordance with state regulations (NAC 388.825).

3) Edgenuity courses have been approved by the State Department of Education in their entirety.

4) Although coursework can be assigned to the student based on pretests, the coursework cannot be modified by other means and still maintain the OLE designation.

5) If coursework needs to be modified through IEP or 504 accommodations, the course would need to be identified as an Alternative Education (AE) course and the teacher of record must determine the student's grade, not the Edgenuity program. Note:

   a) A student whose course work is modified through an IEP/504 must receive the AE designation.

   b) The AE is added after the OLE in the course title. For example, course number 12461 OLE ENGLISH 1 becomes course number 12461 OLE AE ENGLISH 1.

   c) This modification is made by the Registrar at the time of posting. The Registrar does not make the modification without written request from the teacher making the modification.

   d) The written request must be placed in the student's cumulative file.

   e) Students who inappropriately receive credit using OLE AE who are not on an IEP/504 will have the credit removed from their transcript and teachers

inappropriately authorizing OLE AE credit will be subject to disciplinary action.

4. Student Transfers:

   a. If a student transfers to another school within WCSD while working on an Edgenuity course, the student will be automatically transferred during the Infinite Campus upload that night.

   b. If a student transfers outside of the District, they may request a progress report from the Edgenuity teacher to take to the new school. There is no guarantee that the receiving school will accept this information.

5. Carryover of Student Work in Edgenuity:

   a. Students who start the term (semester or quarter as applicable to the given school) on time who do not complete the coursework upon the completion of the term, will be issued an "F" in the course.

        i. Students who are close to successfully completing the course may, at the teacher's discretion, be given an Incomplete (INC) and have 3 weeks the following semester/quarter to finish the course. If the student receives an "INC", the student can continue working in the course for 3 weeks in addition to working in all of the courses that meet his/her academic load requirement for the following semester.

        ii. If the student does not complete the course in 3 weeks, the student receives an "F".

   b. In order for the student to retake a course that they received an "F" in (even if the "F" was due to not completing the course in the allotted time on the Plan of Study or scheduled term), the student would need to start at the beginning of the course with pretesting. The student's Plan of Study would also need to be amended to reflect the appropriate start and end dates as well as the course that is being replaced.

   c. Students who start the term late (three weeks or less prior to the end of the term) need to be scheduled into the appropriate number of OLE Study Halls to complete their OLE class(es). OLE Study Hall scheduling guidance is provided on the Extended Studies website. Students who do not complete their class(es) may be given INC and allowed three weeks to complete the class(es).

   d. Students who complete an OLE course and who start a "bonus" course may carry the course work over to the following term within the school year (Fall course carries over to Spring; Spring course carries over to Summer) and the course may be part of the academic load. Students starting a bonus course are to be scheduled in 12979 OLE Bonus, and

scheduled into the new OLE course for the same period (no grade is given for OLE Bonus or this new course). Attendance is recorded in 12979 OLE Bonus (the student is not scheduled in Learning Center). The OLE teacher needs to change the course start and end dates in Edgenuity to the current term start and end dates. If the bonus class is started early enough in the term, the student may be scheduled into the bonus course and remain in OLE Learning Center. In this case they will receive a letter grade or INC at the end of the term.

    i. The Plan of Study must be revised accordingly for Distance Education Students.

e. Summer Intersession. Students taking classes during the Summer must be scheduled into Learning Center and the appropriate OLE course in Infinite Campus.

    i. Students who complete the course in Summer Intersession will be marked complete in Edgenuity and the grade earned posted to the transcript.

    ii. Students who begin a course during the Summer Intersession and do not finish the course during Summer intersession.

        1) Will not have a grade posted for the summer course.

        2) Students may carry the course over to the Fall as part of their academic load.

            a) The course is added to the student's schedule in IC for the Fall semester. The teacher must archive the new course in Edgenuity and the student will complete the Summer Intersession course.

            b) The course **is not** disabled in Edgenuity (this allows the student to complete the original course).

            c) The course start date must be changed to the start day of the first day of school in the student's schedule in IC and in Edgenuity.

            d) The Plan of Study must be revised accordingly for Distance Education Students.

            e) If the student does not finish the course in the Fall, the student will receive an F in the course.

        3) Students who do not complete the course during summer intersession and who do not wish to continue the course in the Fall will have the course disabled in Edgenuity and no grade is posted.

     f. Intersessions during school year

        i. Students who begin a course during Fall, Winter, or Spring intersession have the entire school year to finish the course if the course remains outside of the academic load.

        ii. Students who are completing an Intersession course are to be scheduled in Extra Distance Ed and the appropriate OLE course. At the end of the school year, the student will receive an F if the course is not completed or the appropriate grade if the course is completed.

6. Grading Policies:

    a. Students who take courses in Edgenuity will be issued a grade of A, B, C, D, or F. The HQ teacher of record or Alternative Education certified teacher will issue the grade based on student performance in the Edgenuity course. The teacher awarding the credit and grade for OLE must have HQ status in the subject area of the credit issued or an Alternative Education endorsement.

    b. Grades will be posted when students complete the course. Teachers send the final grade to the Registrar to post to the transcript; the Student Progress report from Edgenuity must be included and reflect that 100% of the course is complete. These documents may be sent electronically. At the end of the semester/quarter teachers go into IC Grade Book and put in the grade of F for students who have not completed the course or INC if the student is on track to complete the course within 3 weeks of the following semester or summer. Teachers will leave the grade blank for courses that have been completed and already posted by the Registrar.

    c. Academic Warnings and Progress Reports will use the "Actual Grade" in Edgenuity.

        i. Actual Grade = shows mastery of content and skills in the course. This is the overall grade adjusted for progress if a student is behind. This actual grade does not assume zeros for uncompleted work; simply penalizes for falling behind.

    d. For Middle School, 1st and 3rd quarter grades, teachers are to manually enter an NM (No Mark). The NM is to remain and not be changed to an "F". Edgenuity courses are mastery based so the quarter grades should not be averaged together to determine the final grade as is done in other middle school courses. For the final semester grade (2nd and 4th quarters) teachers will need to manually enter the correct final letter grade. Edgenuity is the official class grade and must be transferred to Infinite Campus.

e. OLE Credit Recovery courses are mastery-based with the Pre-testing opportunity set at a 70% threshold. Students will take a 10-question pretest to assess current knowledge of the unit and they can skip the lesson if they score higher than the threshold (this pretest does not calculate into their grade but does count as one of the three attempts for quizzes).

f. OLE courses are semester (.5) courses. No partial semester credit will be issued for courses not completed.

g. The Final Exam in OLE is worth 20% of the total grade for the course. Students must take the final exams in person at the school site.

h. The student may have three attempts to pass the final exam with a 60% or higher. The student must earn a 60% or higher on the final exam to earn credit. . If the student does not pass the test with a 60% or higher after three attempts (the teacher needs to provide remediation prior to a second or third attempt), they will receive an "F" for the course. The final exam must be administered in person and monitored at the school.

   i. Students are allowed any type of notes on quizzes and tests; however, students may only use handwritten notes on a Final Exam.

   ii. Students are not allowed to use Internet sites, screen shots, pictures on their electronic devices, textbooks, copied and pasted notes or notes from other students. The handwritten notes must be collected by the teacher once the student has completed testing.

i. If the student's scores on the pretests are at a level of mastery where no lessons are assigned to the student through the Edgenuity program, the student will still need to take the final exam covering all the standards for the subject and earn a 60% or higher with no more than three attempts to earn credit in the course. Edgenuity accepts the highest score of the three attempts.

j. Although minimum seat time is not required for mastery learning, if the OLE course is part of the student's minimum academic load, attendance must meet the district's 90% requirement. A student who fails to meet the attendance requirement will receive an "F" in the course. As stated in the Student Attendance Procedures Manual, attendance is based on 90% of the "opportunities to attend" and will be calculated from the date of enrollment in the program. Start time for attendance in an OLE course begins when the student logs into the OLE course and ends when the student completes the OLE course. The OLE course must be end dated in IC.

k. Attendance must be taken in every course in a student's schedule.

l. If students withdraw from an OLE course by the eleventh week of the semester because they will earn an "F" due to failure to meet the attendance requirements, they will be dropped from the class without penalty, provided that they continue to be enrolled in the minimum number of classes. The student will earn an "F" if they withdraw after the 11th week, regardless of what the actual grade was at the time of withdrawal.

m. Essays will use the auto grading method which will be pending until an educator accepts or modifies the system score which teachers are expected to address on daily basis.

n. Teachers will be expected to provide remediation and support as needed to students.

7. Required Plan Of Study

a. Schools must complete and have on file a Plan of Study for all students taking a distance education course as part of their academic load.

b. The Plan of Study must be signed by the student and parent/guardian if the student is less than 18 years of age.

c. The Plan of Study must show the full academic load of courses that the student will take throughout the entire school year. For example: If the plan is for the student to take 4 distance education courses throughout the school year for 2 credits and 4 credits of traditional courses, all of these courses must be included on the plan, not just the distance education courses. All courses listed on the Plan of Study must be posted on the student transcript.

d. The Plan of Study must list specific course titles. For example: The plan should list "OLE Geometry 1", not simply "Geometry" or "math". This is also true for electives. For example: The plan should list "OLE Career Essentials", not simply "elective".

e. The Plan of Study should never include "HSE", "HiSET" or "GED".

f. The Plan of Study should identify the start and stop times for the courses in the plan. If for some reason, the start and stop times need to be adjusted, the plan will need to be modified, re-signed, and records maintained of the modification.

g. All schools will need to use the District's approved Plan of Study form for distance education students. This form is located on the Extended Studies webpage https://www.washoeschools.net/Page/4129.

h. For students taking distance education multiple school years, the Plan of

Study will need to be revised each school year. The effective course date needs to be within the current school year.

i. The student must be taking the courses on the Plan of Study and must be taking the courses on the Plan of Study in order as listed on the Plan of Study. If for some reason, the order of the courses needs to be changed or the courses need to be changed, the plan will need to be modified, resigned, and records maintained of the modification.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan aligns to and complies with the governing documents of the District.

2. This Administrative procedure complies with the requirements of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

REVISION HISTORY

Date	Revision	Modification
12/19/2019	1.0	Adopted: Replaced AP 6333, Grad Point, and 6328, A+ Courses