



**Responsible:** Office of Student Services

## **PURPOSE**

This administrative procedure deals with the high school program through which students can earn credit for course/program work via the WCSD-provided CBI curriculum in the Washoe County School District.

## **PROCEDURE**

1. The goal of this program of course/programs is to increase graduation rates by ensuring students have alternative opportunities to earn the credits necessary for high school graduation. Note: Individual CBI modules may be used to supplement course/program work in other classes.
2. This document does not refer to traditional classroom-based alternative education programs, individual CBI modules incorporated into regular classroom instruction, WOLF on-line course/programs, or other options offered through Supplemental Credit. This document does provide guidelines for the use of approved CBI courseware (plus supplemental off-line work) for instruction in the alternative education setting in Washoe County School District.
3. An equivalency list matching course/programs available for credit through the district-approved CBI program, including course/program numbers in the WCSD Master Course/program File, is attached to this document.
4. Priority
  - a. Students in the third or fourth year in high school must have the first opportunity to utilize the CBI courseware.
  - b. Students in the second year of high school may have access to the program, if there is space available.
  - c. Students entering after 20th day but before the last day of any semester.
  - d. Students failing a class during any semester or in imminent danger of failing.
5. Enrollment
  - a. To be eligible for credit recovery, the student may have completed the entire 18-week semester in the regular classroom course/program and received an "F", may have earned an "F" through failure to meet the 90% attendance requirement, or may be in imminent danger of failing.

- b. The credit deficiency of each student will be evaluated by his/her counselor to determine eligibility for the CBI program.
  - c. Students and parents must be notified by the student's Assistant Principal and/or student counselor that the type of credit issued will bear the "CBI" designation and will have special implications.
  - d. Credit accrual utilizing CBI course/programs will be approved by the student's Assistant Principal on a case-by-case basis and with approval of the student's parent/guardian.
  - e. The student who successfully completes a CBI course/program and does not need the class to meet the minimum load requirement may withdraw from the class, provided his/her schedule can accommodate the change.
  - f. It is recommended that CBI labs will never be assigned more students than lab computers available.
6. Carry Over Of Student Work In CBI
- a. Provided a student is making adequate progress, s/he will be allowed to carry over coursework-in-process fall-to-spring, spring-to-fall, spring-to-summer, or summer-to-fall.
  - b. If a student is allowed to continue coursework-in-process, but has not completed the coursework by the end of a second semester, s/he may be given an appropriate elective credit or an "F".
  - c. If a student is allowed to continue –in-process, then for the semester of the in-process work the student shall receive a NM on his/her transcript.
7. Student Transfers
- a. If a student transfers to another WCSD school:
    - i. The exiting school will send an export file of the student's on-line CBI work and a copy of any off-line work to the receiving WCSD school within 48 business hours of notification.
    - ii. A student who enters the new WCSD school without an export file of their on-line CBI work and a copy of their off-line work will start from the beginning in any CBI course/program.
  - b. A student who transfers to a school outside of Washoe County may request a copy of the completion report and grade sheet to take with him/her. There is no guarantee that the receiving school will accept this information.

## 8. Grading Policies

- a. CBI course/programs are mastery-based. To earn a grade and subsequent credit, all work must be completed. There will be no partial credit issued for partial completion of any CBI course/program by any WCSD school.
- b. The minimum passing score for on-line work is 60% in order to receive credit. Off-line plus on-line work will be combined to determine the student's final grade in the course/program.
- c. All CBI course/programs (except CBI Proficiency Math Skills, and CBI Proficiency Reading/Writing Skills) will have a final exam or final project worth the weight describe in the Final Test Guidelines Accepted Practice. All CBI final exams/projects will be standardized throughout the district.
  - i. For 2011-2012 the grade weight of the semester examination shall be between 10% and 25% and will be determined by the individual;
  - ii. For 2012-2013 the grade weight of the semester examination shall be 10% of the semester grade;
  - iii. For 2013-2014 the grade weight of the semester examination shall be 15% of the semester grade; and
  - iv. For 2014-2015 and each year after, the grade weight of the semester examination shall be 20% of the semester grade.
- d. All CBI alternative education semester grades for completed course/programs will be letter grades. No S/U grades will be assigned.
- e. Although a minimum seat time is not required for mastery learning, if the CBI course/program is part of the student's minimum school 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/program and must make arrangements to make up the course/program the following semester or in an extended day class. 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.
- f. The student who does not need the course/program to meet the minimum load requirement and who does not meet the 90% attendance requirement prior to completion of the CBI course/program may be issued a "NM" in the class at the discretion of the teacher.

- g. The grade a student earns in a CBI course/program may be used to replace an "F" earned in the equivalent regular classroom course/program. Students may not use CBI course/programs to raise a grade.
- h. Grades will be posted at the end of each semester.

#### 9. Teacher Licensure

- a. The teacher awarding the credit and grade for CBI must have HQ status in that subject area.
- b. The district/school will assign a licensed teacher with the proper endorsement for the appropriate courses as the teacher of record if one is not provided by the respective distance education or alternative education program.
- c. The licensed teacher will officially grant the CBI credit for students. The licensed teacher doesn't need to be in the room working with individual students.
- d. If the district/school chooses an Aide to monitor the labs where students are working on the distance education courses, the Aides cannot be considered to provide instructional support per NRS 391.273. There must be an identified licensed teacher of record for all courses.
- e. The "Alternative Education" endorsement is defined in NAC 391.392. The use of the Alternative Endorsement is currently limited to teaching in an adult high school program if the teacher was issued the endorsement on or after July 1, 2005.
- f. Teachers who were issued the endorsement prior to 2005 and were previously allowed to legally teach subjects outside their area of endorsement, should contact the Human Resources Department to discuss their HQ status.

#### 10. Online Computer Based Instruction (PLATO) Guidelines

- a. In the spring semester of 2011, all high schools will have access to online CBI/PLATO. The first semester of this program will be a pilot with all high schools having the availability of allowing students who are currently enrolled in a CBI/PLATO class to work online from home in addition to working during their assigned class at school. In addition, three high schools (Hug, Spanish Springs, and Reed) have been identified as pilot schools for the first semester to offer online CBI/PLATO courses to students who are not enrolled in PLATO during the school day.

- b. The following guidelines have been established for the pilot of online CBI/PLATO:
- c. For online students currently enrolled in a CBI/PLATO course during the school day:
  - i. All current CBI accepted practices will apply to these students. With current practice, the final exam is a percentage of the grade, but students are not required to pass the final. All module exams must be taken at school with a teacher present.
  - ii. In order for a CBI/PLATO teacher to offer online work to students, he/she must participate in district training on CBI distance education.
  - iii. For online students not currently enrolled in a CBI/PLATO course during the school day. These students will need to pass the final exam for their assigned CBI/PLATO course with a minimum of 60%. If they do not pass the test, they will be allowed to retake the final exam after a minimum two week remediation period. If they do not pass the second attempt at the exam with a minimum of 60%, they will not earn credit.
  - iv. Due to the nature of these courses, 2-way communication regarding the enrolled course between the student and a teacher is required at least once a week for these students.
  - v. Seniors eligible for graduation who are working online and not assigned to a CBI/PLATO course during the school day must take the initial final exam at least two weeks prior to the last day of school in order to allow appropriate time for a possible retake.
  - vi. In order for a CBI/PLATO CBI/PLATO teacher to offer online work to students, he/she must participate in district training on CBI distance education.

## **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
3/2012	1.0	Adopted as Accepted Practice
10/2014	2.0	Revised: Converted to administrative procedure

## ADDENDUM

1. List of CBI High School Course / Programs



Administrative Procedure 6274  
CBI HIGH SCHOOL COURSES/PROGRAMS – ADDENDUM A

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1. The following is a list of CBI High School course/program titles and numbers:

<b>Course/Program Title</b>	<b>Course/Program #</b>
CBI ENGLISH 1	7461
CBI ENGLISH 2	7462
CBI ENGLISH 3	7463
CBI ENGLISH 4	7464
CBI ENGLISH 5	7465
CBI ENGLISH 6	7466
CBI ENGLISH 7	7467
CBI ENGLISH 8	7468
CBI ALGEBRA 1A*	7477
CBI ALGEBRA 1B*	7478
CBI ALGEBRA 2A*	7479
CBI ALGEBRA 2B*	7480
CBI ALGEBRA 1S1	7471
CBI ALGEBRA 1S2	7472
CBI GEOMETRY 1	7473
CBI GEOMETRY 2	7474
CBI ALGEBRA 2 S1	7475
CBI ALGEBRA 2 S2	7476
CBI WORLD HISTORY 1	7487 (Not for humanities credit)
CBI WORLD HISTORY 2	7488 (Not for humanities credit)
CBI US HISTORY 1	7491
CBI US HISTORY 2	7492
CBI AMERICAN GOVT 1	7493
CBI AMERICAN GOVT 2	7494

<b>Course/Program Title</b>	<b>Course/Program #</b>
CBI PHY SCI 1 – EARTH & SPACE	7481
CBI PHY SCI 2 – CHEM & PHYSICS	7482
CBI BIOLOGY 1	7485
CBI BIOLOGY 2	7486

ELECTIVES

CBI WORLD GEOGRAPHY 1	7489 (Elective Credit only)
CBI WORLD GEOGRAPHY 2	7490 (Elective Credit only)
CBI LIFE SKILLS	7496
CBI PROFICIENCY MATH SKILLS	7452
CBI PROFICIENCY READING	7451
CBI WRITING PROF PREP	7453
CBI PROFICIENCY SCIENCE SKILLS	7454

\* After school year 2010-201, the two year algebra course (1a, 1b, 2a, 2b) will not be offered in CBI.