



## Administrative Procedure 6327 ORIENTATION FOR A DISTANCE EDUCATION PROGRAM

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**Responsible:** Office of Student Services

### **PURPOSE**

This administrative procedure shall establish guidelines related to orientation for a distance education program.

### **PROCEDURE**

1. A distance education student is one who is scheduled into a course delivered via computer and is required to have weekly contact or progress, but does not have to attend or meet with the teacher in a regular classroom setting as in regular education. This student earns credit through competency based instruction and is not required to spend the 120 hours of seat time in order to earn credit.
2. This Administrative Procedure only refers to **FULL TIME** distance education students who are working sequentially for completion of the courses on their plan of study.
  - a. For students who are working on all of the courses in their plan, see the Administrative Procedures related to North Star School.
  - b. For students who are full time but a combination of distance education and seat time, please see Combination Distance Education Students administrative procedure.
3. Prior to enrolling in a program of distance education, each student must complete the orientation process each school year. The orientation must be dated no earlier than the first day of the school year and each student must log in to the course he/she will be working on during the orientation. If the orientation occurs prior to the date of the first day of school, "PLAN IS EFFECTIVE BEGINNING" (date of the first day of school) must be written on the plan. For example, if a student is oriented in March of 2013 for the 2013-2014 school year, "PLAN IS EFFECTIVE BEGINNING 8/12/13" would be written on the plan of study. The DATE must be NO EARLIER than the first day of the school year.
4. The orientation process is complete when the student and parent (parents/guardians are required for students under 18 years of age) have met with the family advocate, teacher, or counselor and have completed the following:
  - a. Whoever meets first within the school with the student must send a request for records immediately to the sending school if the unofficial transcript cannot be obtained from the student information system.
    - i. Scan and email a request for records for the unofficial transcript with the student/parent signature to the sending high school.

- ii. Fax a request for records for the unofficial transcript with the student/parent signature to the sending high school.
  - iii. Email the registrar to let him/her know that the request for unofficial transcript has been made.
  - iv. The family advocate (if applicable) or registrar (if no family advocate) will follow-up with the sending school until the unofficial transcript is obtained.
5. Students must have a plan of study for the courses the student is to complete during the school year.
  - a. The plan of study is created each new school year by the counselor and must be followed by the teacher and the family advocate unless there is an amended plan and the teacher and family advocate are in possession of the amended plan.
    - i. For Re-Engagement Centers: Students may be oriented and enrolled using Career Essentials prior to completion of the student's plan of study if the counselor is waiting for the transcript.
    - ii. In this case, Career Essentials must be on the student's plan of student with a date not before the start of the semester/quarter of the beginning of the school year for the plan.
    - iii. In this case, the reason for the early enrollment and orientation and subsequent later date on the plan of study must be noted on the plan of study.
  - b. For grades 9-11 this plan must include six full credits for the school year (12 semester (.5 credit) courses). All six credits (12 courses) must be written on the plan with an anticipated start and end date for each course.
    - i. If the school is on semesters, 6 courses must be identified on the plan of study for each of both semesters for grades 9-11.
    - ii. If the school is on quarters, 3 courses must be identified on the plan of study for grades 9-11 for all four quarters.
    - iii. The courses on the plan of study cannot repeat. If it is necessary to repeat a course, the plan of study must be modified (See CHANGING A STUDENT'S PLAN OF STUDY below). The amended plan of study must be attached to the original plan of study so that it does not appear that the student originally did not plan to earn 6 credits for the entire school year.

- c. For grade 12 this plan must include four full credits (8 semester (.5) credit courses) for the school year. All four credits (8 courses) must be written on the plan.
  - i. If the school is on semesters, 4 courses must be identified on the plan of study for grade 12 for each semester.
  - ii. If the school is on quarters, two courses must be identified on the plan of study for grade 12 for all four quarters.
  - iii. The courses on the plan of study cannot repeat. If it is necessary to repeat a course, the plan of study must be modified (See CHANGING A STUDENT'S PLAN OF STUDY below). The amended plan of study must be attached to the original plan of study so that it does not appear that the student originally did not plan to earn 4 credits for the entire school year.
- d. A copy of the completed plan is kept in the student's file with the counselor, teacher, and if there is a family advocate with the family advocate. Each must keep a separate file on the student.
- e. A copy of the completed plan will be sent to the teacher of record and the family advocate if applicable.
- f. The teacher of record and the family advocate (if applicable) will maintain a file with the student's completed plan.
- g. The teacher of record will ensure that only the courses on the student's plan are open to the student.
- h. For each course that is open to the student, the teacher of record will maintain attendance in Infinite Campus. Back-up documentation such as call logs and site attendance sheets will be maintained by the teacher of record and the family advocate as appropriate. These records must be maintained in accordance with all attendance records.
- i. For each course on the plan of study, the teacher will communicate with the family advocate (if applicable) and the counselor the course start date as each course starts.
  - i. Start dates must always be during the semester/quarter that the course is written on the plan even though the student may be continuing a course from the previous semester/quarter.
  - ii. If the student needs to begin a course that is not in the current semester/quarter, the plan must be updated to allow the student to begin the course.

- iii. The course and the course start date must always correspond with the appropriate semester/quarter in which the student is working on the course.
  - j. The plan must state that the courses will be completed sequentially within the current school year. This means a full plan will be written for each student showing which courses they are to complete for each quarter or semester as appropriate for each school.
  - k. Courses must be listed as the title of the course at it appears in A+ and Infinite Campus. ELECTIVE must never be written on the plan to indicate a course. If the course appears in A+ as MATH A, it should appear in IC as MATH A and be written on the plan of study as MATH A. It cannot be the course SKILLS TUTOR in IC with MATH A on the activity printout or plan of study.
  - l. All courses on a student's plan of study must be NDE approved distance education courses. Any courses that are not approved distance education courses must be taken outside of the student's plan of study.
    - i. The student must be making progress and attendance must be taken for a course on the student's plan for the appropriate semester/quarter even if the student is progressing and working on a course in addition to the student's plan.
    - ii. GED must never be written on a student's plan. If a student is supplementing his/her education with a GED Prep course, that must be in addition to the full year's plan and the student must be progressing in a course in the appropriate semester/quarter of the plan of study. GED courses are never credit bearing.
    - iii. For courses that are not approved and are taken in addition to the student's plan of study, 60 hours of seat time must be documented for .5 credit to be earned. Credits are to be approved (by the Director of Curriculum and Instruction) prior to enrollment in the course and the proof of the seat time must be kept by the teacher of record. When the credit is earned, the proof of the credit earned is placed in the student's cumulative file.
6. Students enrolled in less than 12-.5 credit courses (or 6 credits) for grades 9-11 and less than 8-.5 credit courses (or 4 credits) for grade 12 must be part-time students. The registrar must be notified by the counselor so that the registrar can mark the student STATE EXCLUDE in Infinite Campus. Under no circumstances are these students to be counted for apportionment.

7. ADULT or ADULT DIPLOMA must never be written on a student's plan. If the intention of the student is to go to adult school, they must be enrolled in the adult program.
8. GRAD or DIPLOMA must never be written on a student's plan unless the student is not being counted for apportionment (see number 2 above). The registrar must be notified by the counselor of these students so that the student is marked STATE EXCLUDE in Infinite Campus and not counted for apportionment.
9. Students enrolled in Washoe Innovations High School are not allowed by law to take GED courses as part of their academic load (6 credits for grades 9-11 and 4 credits for grade 12). To take the GED prep courses, a student must be enrolled in an Adult Program. Students may take HSPE Prep or Pre-HSPE prep courses for credit if the courses are approved by the NDE for distance education.
10. The plan must be dated NO EARLIER than the first day of school for the school year. If summer school is part of the plan, a new plan must be in place for the start of the new academic year.
11. Courses on the plan for the first semester must have start dates of NO EARLIER than the first day of the school year even if the student has already made progress. The student may continue the course, but the plan needs to indicate a start date NO EARLIER than the first day of the current school year for first semester.
12. Courses on the plan for the second semester must have start dates of NO EARLIER than the first day of the second semester even if the student has already made progress. The student may continue the course, but the plan needs to indicate a start date NO EARLIER than the first day of the second semester.
13. Students must continue with a course in the plan until the course is completed. If the student does not complete the course, the student must be given a NM and re-enrolled in the course for the next semester. The plan must be updated. See CHANGING A STUDENT'S PLAN OF STUDY (below).
14. If a student does not complete a course by the end of the semester/quarter:
  - a. The teacher of record must issue a NM to the student for that course and email the counselor that the student received a NM.
  - b. The counselor must amend the plan (see CHANGING A STUDENT'S PLAN OF STUDY (below)).
  - c. The date of the beginning of the course on the plan of study must coincide with the first day of the new semester/quarter even though the student is continuing in the course.

15. Parent/guardian and the student must sign the plan unless the student is 18 or older. The date of the signature of the parent/guardian and student must be NO EARLIER than the first day of the current school year.
  - a. "This plan is effective on 8/27/12," could be written on the plan for the 2012-2013 school year if the plan is developed prior to the start of the school year.
  - b. Students must have plans of study for each school year and a separate plan of study for summer school.
  - c. The plans of study for one school year (summer school and the regular school year) may be developed simultaneously on separate plan of study forms if the date that the plan is effective is written on each plan. These plans may be developed in the spring when registration occurs.
  
16. Students must receive a packet describing how they can be successful in the program.
  - a. An example of the packet must be kept on file in the counselor's office.
  - b. Each student and parent/guardian (if applicable) must sign that they have read and will follow the orientation guide so that the student will be successful in the course.
  - c. A copy of the signature page will be kept in the student's file by the counselor, teacher, and family advocate (if applicable).
  
17. Changing A Student's Plan Of Study:
  - a. A student **MUST** never be provided access to a course that is not on the student's plan.
  - b. If a student, teacher, family advocate, or counselor wishes to change the courses that are on a student's plan, the counselor, teacher, or family advocate must meet with the student and the parent and note the changes to the original plan with the parent and student initialing the changes.
    - i. If the parent/student is unable to come in to meet with the counselor, teacher, or family advocate, the counselor, teacher, or family advocate may document through the use of counseling notes in IC or a phone log what specific course is being dropped, the reason the course is being dropped, and the new course that will be added. The date of the conversation and the names of the specific parent and student spoken to must be recorded in the log.

- c. The counselor, teacher, or family advocate may also use an email address for the parent and document through use of email what specific course is being dropped, the reason the course is being dropped, and the new course that will be added. The date of the conversation and the names of the specific parent and student must be apparent in the email.
  - d. A copy of the amended plan of study must be attached to the original plan of study and kept in the counselor's office.
  - e. A copy of the plan must be retained for the full school year for which the plan was written.
  - f. A copy of the amended plan of study must be provided to the family advocate and the teacher. The amended plan of study must be attached to the original plan of study in both the teacher's and family advocate's file for the student.
18. Students Orienting Before Count Day:
- a. Students must be oriented prior to enrollment in the course.
  - b. In order to be enrolled, students must log into one of the courses on the student's plan.
  - c. All students (except the ones described in #4 below) must be oriented and enrolled in order to be counted by Count Day.
  - d. Students who participate in orientation the week immediately preceding Count Day must log in the week immediately following Count Day in one of the courses in their plan.
19. Please Note: Best practice is for the student to participate in orientation AND log into a course on the student plan of study prior to Count Day.

### **DESIRED OUTCOMES**

1. This Administrative Procedure shall ensure consistent information across the District related to Distance Education.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This administrative procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 387, Financial Support of School System

- i. NAC 387.294, Pupil enrolled in program of distance education.
- ii. NAC 387.193, Pupil enrolled in program of distance education.
- b. Chapter 388, System of Public Education
  - i. NRS 388.866 Requirements of program; supervision by teacher; qualifications of certain teachers.

**REVIEW AND REPORTING**

- 1. This procedure and any accompanying documents will be reviewed annually.

**REVISION HISTORY**

Date	Revision	Modification
	1.0	Established Accepted Practice
02/01/2012	2.0	Latest Revision
01/03/2014	3.0	Revised: converted to Administrative Procedure