



**Responsible:** Office of Student Services: Department of Extended Studies

## **PURPOSE**

This administrative procedure addresses the high school use of A+ as an online computer based instruction program for students; and provides guidelines for the use of A+ as an online credit option (either on campus/Brick and Mortar or off campus/Distance Education) for high school students district-wide in the Washoe County School District ("District").

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

## **PROCEDURE**

1. Monitoring and Oversight:
  - a. The Extended Studies Coordinator is responsible for the oversight of this A+ Administrative Procedure and has the responsibility of monitoring school use and ensuring compliance.
2. Eligibility:
  - a. A+ is available to all high school students in the District.
  - b. The program is available for credit recovery.
  - c. The program is available for credit accrual with principal (or principal designee) and parent/guardian approval.
  - d. Not all students are successful in distance education or computer based courses. Students who typically have success have the following: reading at grade level, work well independently, and work 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 "OLA – Online A+" designation and will have special implications: A+ OLA courses are not approved by the NCAA Clearinghouse and some universities may not accept A+ Online courses.

- b. Students will be provided an orientation in A+, which will clearly communicate the expectations and rules of the program. Schools will use the Student Orientation form as part of the orientation process.
- c. A+ can be used in the following ways in District high schools and students will be enrolled in the District's electronic records database (Infinite Campus) accordingly:
  - i. Brick and Mortar:
    - 1. Student works on A+ in a regularly scheduled class period. Students will be enrolled in Infinite Campus in "Learning Center" (7701/7702) for attendance and in the specific Online A+ (OLA) course title in the appropriate period for progress.
    - 2. Attendance will be taken daily.
    - 3. This must be done for each period for which a student is taking an Online A+ course.
  - ii. Distance Education Outside of the Academic Load:
    - 1. Student is taking A+ as a distance education course outside of the instructional day. For example, the student would have a full traditional schedule and in addition he/she would be working on an A+ course over and above the full academic load.
    - 2. Students may enroll in this type course for either credit recovery or credit accrual. 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 A+ course title in Period 0, 7, or 8 for progress.
    - 3. The school will create a Plan of Study with the student and his/her parent/guardian.
    - 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.

iii. Distance Education as Part of the Academic Load:

1. Student is taking A+ 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 Online A+ 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.
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.

iv. Supplement to a Traditional Course:

1. A+ can be used as an instructional tool in a traditionally taught class. In these cases, the student would not earn credit through A+. It would just be a supplemental tool to a traditional course. (Note: This Administrative Procedure does not address A+ 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. A+ courses have been approved by the State Department of Education in their entirety.
4. Although coursework can be assigned to the student based on Assessment A (if available), the coursework cannot be modified by other means and still maintain the online A+ (OLA) 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 A+ 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 Online A+ (OLA) in the course title. For example, course number 12461 OLA ENGLISH 1 becomes course number 12461 OLA 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 OLA AE who are not on an IEP/504 will have the credit removed from their transcript and teachers inappropriately authorizing OLA AE credit will be subject to disciplinary action.

#### 4. Student Transfers:

- a. If a student transfers to another District school while working on an A+ course, the exiting school will work with the receiving school to ensure that the student's work/progress in A+ is transferred and that there is no duplication of completed courses.



Distance Education Students. The "bonus" course is not scheduled in IC until the following semester.

- e. Summer Intersession: Students who begin a course during the Summer intersession and do not finish the course during Summer intersession may have the course as part of their academic load for the Fall. Students taking classes during the Summer should be assigned to OLA Study Hall. If the class is completed during the summer OLA Study Hall is changed to the course name and the grade is posted. If the class is carried over to the Fall, the course is added to the students schedule in IC. The Fall course must have a start day of the first day of school in the student's schedule in IC and in Connector. The Plan of Study must be revised accordingly for Distance Education Students. If the student does not finish the course in the Fall, the student will receive an F in the course.
  - f. Fall, Winter, and Spring Intersessions: 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. Students who are completing an Intersession course are to be scheduled in Extra Distance Ed (8047/8048) and the appropriate OLA 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 A+ 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 A+ course. Grades are issued for Academic Warnings, Progress Reports, End of Term (Grade Reports) and Withdrawal Grades.
  - b. In accordance with Administrative Procedure 5505, Repeated Courses, A+ courses may be used to raise a grade.
  - c. A+ courses are mastery-based. Students will take Assessment A (an assessment of current course knowledge available in many of the core courses), which will determine standards that still must be mastered in order to complete and pass the course. The Assessment A must be administered in person and monitored at the school/reengagement site.
  - d. A+ courses are semester (.5) courses. No partial semester credit will be issued for courses not completed.
  - e. The Final Exam in A+ is worth 20% of the total grade for the course.

- f. The student must earn a 60% or higher on the final exam. If a student does not pass the final exam with a 60% or higher, he/she can have up to two additional attempts to pass the test with a 60% or higher. If the student does not pass the test with a 60% or higher after three attempts, he/she will receive an "F" for the course. The final exam must be administered in person and monitored at the school.
- g. If the student's score on the assessment A is at a level of mastery where no lessons are assigned to the student through the A+ 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.
- h. Although minimum seat time is not required for mastery learning, if the A+ 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 A+ course begins when the student logs into the A+ course and ends when the student completes the A+ course. The OLA course must be end dated in IC.
- i. Attendance must be taken in every course in a student's schedule.
- j. If a student withdraws from an A+ course by the eleventh week of the semester because he/she will earn an "F" due to failure to meet the attendance requirements, he/she will be dropped from the class without penalty, provided that he/she continues to be enrolled in the minimum number of classes. The student will earn an "F" if he/she withdraws after the 11<sup>th</sup> week, regardless of what the actual grade was at the time of withdrawal.
- k. Grades will be posted when students complete the course. Teachers send the final grade to the Registrar to post to the transcript; a printout from A+ showing the final grade must be included. If an essay was completed in Word, the graded essay must also be attached to the A+ printout. 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.

- I. The teacher awarding the credit and grade for A+ must have HQ status in the subject area of the credit issued or an Alternative Education endorsement.
  - m. No course will be opened in A+ for a student without prior authorization by a Counselor. A+ teachers do not determine the course the student will take next.
7. A+ Grading Practices:
  - a. All essays that are pre-assigned as part of the curriculum must be completed and graded. Note: This does not include the essays after the mastery tests, which are optional and may or may not be utilized at site teacher discretion.
  - b. Students will take the Assessment A (if available), Assessment B (at the teacher's discretion), and the final exams in person.
  - c. If a student attempts the final and does not achieve a 60% on the first attempt, the teacher needs to provide remediation prior to a 2<sup>nd</sup> or 3<sup>rd</sup> attempt. One option for Social Studies is Assessment B. Assessment B will assess areas where the student needs remediation and may assign additional lessons to the student.
  - d. Students will have three attempts to earn a 60% (minimum required passing score for the course). Students will be allowed to use hand written teacher approved notes (no maximum length) on the Final Exam. Students will be allowed to use typed notes with teacher approval on the Final Exam. Students are not allowed to use Internet sites, screen shots, pictures on their electronic devices, copied and pasted notes or notes from other students.
  - e. In order to master each lesson within the course (Mastery), students will be given two attempts to score a 70% or higher on a Mastery Test (Note: This is not the final exam.) If Mastery is not met after two attempts, teacher will have three options to let the student progress after reviewing the test with the student:
    - i. Accept Lesson: Accepting the lesson will record the student's score as is, even if it is below 70%.
    - ii. Reassign Lesson: By reassigning the lesson, the student will be allowed one more attempt at another 10 question test. The student will have three attempts maximum to score a 70% or higher on the Mastery Test.

- iii. Essay: If the student does not score 70% or higher on his/her Mastery Test, the student could complete the essay question. (Note: These essays should not be confused with the required "Lesson Essays" or required Offline Activities in courses such as English, Career Essentials, Health, and PE.). If the teacher wants this essay score for factor into the student's overall grade, the teacher would need to modify those settings within A+.
  - f. The general order of assessments in A+ would be as follows:
    - i. Assessment A (if available)
    - ii. Mastery Tests throughout the lesson
    - iii. Final Exam (If 60% or higher, the course is complete. If not 60% or higher, then Assessment B with additional lessons assigned. The student would then have two more attempts to earn a 60% or higher on the Final.) Please note: The teacher must put the Final Exam at the end of the class on A+, as the Final only covers questions from the lessons above it within the program.
  - g. Course assessments are not available in elective courses and in some core courses. In these courses, students will be expected to complete every lesson within the course and score a 60% on the Final Exam with three attempts maximum.
  - h. Teachers will be expected to provide remediation and support as needed to students.
8. Plans of Study:
  - a. Schools must complete and have on file a Plan of Study for all distance education students (students who are taking A+ online outside of a brick and mortar classroom/lab).
  - 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 course 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 "OLA Geometry First Semester", not simply "Geometry" or "math". This is also true for electives. For example: The plan should list "OLA 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.
- 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 and needs to be prior to Count Day if the student is to be counted for apportionment.
- 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.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Administrative Procedure 6328, A+ Courses – Addendum A

## **REVIEW AND REPORTING**

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

## **REVISION HISTORY**

Date	Revision	Modification
03/01/2012	1.0	Adopted as Accepted Practice
06/01/2013	2.0	Revised
12/03/2013	2.1	Revised
12/05/2013	2.2	Revised: converted to Administrative Procedure

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08/05/2014	3.0	Revised
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10/08/2018	7.0	Revised