



Responsible: Office of Student Services, Department of Extended Studies

PURPOSE

This administrative procedure establishes the protocols related to the middle school use of GradPoint as an credit recovery online computer based instruction program; and provide guidelines for the use of GradPoint as an online credit option for middle school students district-wide in the Washoe County School District ("District" or "WCSD"),

PROCEDURE

1. Eligibility:

- a. GradPoint is available for students attending a District middle school in grades 7 and 8.
- 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.

2. Enrollment and Attendance:

- a. Students will be provided an orientation in GradPoint (video module) in their resources, which will clearly communicate how to navigate, the expectations and rules of the program.
- b. GradPoint can be used in the following ways in WCSD Middle Schools and students will be enrolled in Infinite Campus accordingly:
 - i. Brick and Mortar: Student works on GradPoint in a regularly scheduled class period. Students will be enrolled in Infinite Campus in Learning Center (835) for attendance and in the specific OLA course title in the appropriate period for progress (i.e. OLA MATH 7A). Attendance will be taken daily and recorded in Learning Center. This must be done for each period for which a student is taking a GradPoint course. This must be done for each period for which a student is taking a GradPoint course.
 - ii. Supplement to a Traditional Course
 1. GradPoint can be used as an instructional tool in a traditionally taught class. In these cases, the student would not earn credit through GradPoint. It would just be a

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

3. Student Transfers:

- a. If a student transfers to another District school while working on a GradPoint course, the exiting school or receiving school may notify Extended Studies to ensure that the student's work/progress in GradPoint is transferred and that there is no duplication of completed courses.
- b. If a student transfers outside of the District, he/she may request a progress report from the GradPoint teacher to take to the new school. There is no guarantee that the receiving school will accept this information.

4. Grading Policies:

- a. GradPoint courses are mastery-based. Students will take a pretest (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 pretest must be administered in person and monitored at the school site.
- b. For 1st and 3rd quarter grades, teachers are to manually enter a INC (Incomplete). The INC is to remain and not be changed to an F. GradPoint 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. GradPoint is the official class grade and must be transferred to Infinite Campus.
- c. The Final Exam in GradPoint is worth 20% of the total grade for the course.
- d. The student must earn a 60% or higher on the final exam (Review Test). If a student does not pass the final exam with a 60% or higher, he/she can have one additional attempt to pass the test with a 60% or higher. If the student does not pass the test with a 60% or higher after two attempts, he/she will receive an "F" for the course. The final exam must be administered in person and monitored at the school site. All GradPoint assessments are password protected and authorized by an assigned teacher.
- e. Teachers are expected to provide remediation and support as needed to students.

- f. If the student's score on the pretest is at a level of mastery where no lessons are assigned to the student through the GradPoint 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 two attempts to earn credit in the course. GradPoint accepts the highest score of the two attempts.
 - g. Although minimum seat time is not required for mastery learning, if the GradPoint 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 a GradPoint course begins when the student logs into the GradPoint course and ends when the student completes the GradPoint course. The OLA course must be end dated in IC.
 - h. Attendance must be taken in every course in a student's schedule.
 - i. No course will be opened in GradPoint for a student without prior authorization by a Counselor. GradPoint teachers do not determine the courses the student will take.
5. GradPoint Grading Practices:
- a. Students who take courses in GradPoint will be issued a grade of A, B, C, D, or F. The HQ teacher of record will issue the grade based on student performance in the GradPoint course. Grades are issued for Academic Warnings, Progress Reports, End of Term (Grade Reports) and Withdrawal Grades. Grades will be posted in the OLA course by the teacher.
 - b. Students who start the term on time who do not complete the coursework upon the completion of the term, will be issued an "F" in the course. 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. In this situation, if the student does not complete the course in 3 weeks, the student receives an "F".
 - c. Students who start the term late (nine weeks or later into the semester) need to be scheduled into the appropriate number of OLA Study Halls to complete their OLA class(es). OLA 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 will have two attempts to earn a 60% (minimum required passing score for the course) 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. If a student withdraws from a GradPoint course by the eleventh week of the semester and has not yet completed the course. 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.
- f. Teachers must ensure student status has been updated in the GradPoint APP at the end of each semester e.g. there should not be any students with "active status" when a semester ends. Go into each course and click the Users icon (three heads icon). Edit status to reflect current status. GradPoint must align with Infinite Campus.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to increase student achievement by ensuring that students have alternative opportunities to earn credits necessary for promotion to high school.

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 6333 and Addendum 6333A, GradPoint Approved Courses

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
08/18/15	1.0	Adopted
09/25/15	2.0	Revised
11/15/2016	3.0	Revised
10/08/2018	4.0	Revised

