



Responsible: Department of Curriculum & Instruction

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).

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. 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.
 - 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).
2. 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. Extended Distance Learning

1. This is allowed only in cases where there are circumstances such as medical, mental health or behavioral that make it impossible or impractical for a student to attend in person for a period of less than one full school year. All courses will be taken online but moderated by staff from the home school. This must be approved by both the Area Superintendent and Attendance Coordinator.
2. Students on approved extended distance learning will remain on typical enrollment status and attendance will be marked as DLP (Distance Learning Present).
3. The Area Superintendent or Attendance Coordinator may require a written plan of study.
4. Attendance will be based on student progress for the week (returned work documented in gradebook or via Edgenuity logs) or documented two-way communication between the student and a certified staff member in which progress towards academic goals are discussed. While daily contact is preferred, the minimum requirement is that contact occurs once per week in each class in which the student is enrolled.
5. If no contact occurs in a given course within a week, then the student will be marked absent for that course using the standard absence codes (UNV, DOM, MED) for that course for the entire week.

iv. 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 Associate Chief or the Coordinator for Student Attendance may require a "Plan of Study" to follow.
 - 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.
- 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.

3. 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.

4. 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 or scheduled term), the student would need to start at the beginning of the course with pretesting.
- 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). Students who do not complete their class(es) may be given INC and are 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.
- 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) 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.

5. 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.
 - 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.
- h. 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 to earn credit in the course.

- i. 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.
- j. Attendance must be taken in every course in a student’s minimum load schedule.
- k. Eleven-week withdrawal rules apply for OLE courses. Refer to Administrative Procedure 6238.
- l. 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.
- m. Teachers will be expected to provide remediation and support as needed to students.

LEGAL REQUIREMENTS AND 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
4/11/2025	2.0	Revised: updated to reflect current practice and changes to requirements.