

Edgenuity (Online) Course Guidelines

Course Types:

- Accelerated Mustang Program (AMP)
- Assumption Virtual School (AVS)
- In-class Foreign Language
- Supplemental Course Allocation (ACT Prep / AP Calculus)

General Guidelines:

- Cell phone use, cheating, monitoring student work
 - Students cannot use cell phones when working on Edgenuity and should not have their phones visible
 - Students cannot take pictures of tests
 - Students cannot exchange username and passwords in order to complete another student's work
 - Students' computers will be monitored during class time so that other applications are not in use during online class
- Procedures for tests and grading
 - Students must take tests with their assigned online facilitator (foreign language, ACT prep, or AMP after school facilitator)
 - Students may take quizzes at home
 - Topic tests and exams must be taken with facilitator
 - Students will only be allowed two retakes for tests and must present notes to teacher to document their efforts
- Setting dates for course
 - Students must complete course work within the semester for all AMP courses. Failure to complete the course will result in a complete course restart the following semester.
 - Failure to complete the course within the semester will result in an F on transcript for that scheduled class (foreign language) and the student will be required to restart the course the following semester. If the student starts a second foreign language course within the same semester, the student will be allowed to continue with the online class the following semester without a restart requirement.
 - End dates must be established for the end of semester goal setting
 - If the student has not met the target for completion as listed below by the required time, a grade of F shall be entered on progress reports / report cards.
 - All grades from each nine weeks will be adjusted to reflect the overall performance grade at the end of the course.

- The following target dates for completion apply to all online courses:

Full Year Course:

Progress Report 1 st 9 Weeks	Report Card 1st 9 Weeks	Progress Report 2 nd 9 Weeks	Report Card 2 nd 9 Weeks	Progress Report 3 rd 9 Weeks	Report Card 3 rd 9 Weeks	Progress Report 4 th 9 Weeks	Report Card 4 th 9Weeks
12.5%	25%	37.5%	50%	62.5%	75%	87.5%	100%

Half-Year (Semester) Course:

Progress Report 25%	Report Card 50%	Progress Report 75%	Report Card 100%
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Accelerated Mustang Program

The Accelerated Mustang Program (AMP) is a program targeting incoming 9th graders who are two or more years behind, as well as those who are lacking credit for on-time graduation, allowing these students to take online courses through Edgenuity either on campus during after school hours, or through Assumption Virtual School, if meeting required criteria. Carnegie units can be earned upon completion of course work and earning a passing grade according to the new state grading scale.

Guidelines:

- A student must have parent, counselor, and administrative permission to register in an AMP course.
- The counselor will register the student in the Edgenuity system and give the student the username and password.
- Courses will be monitored by AMP facilitators after school.
- Upon completion of the course, the AMP facilitator will submit a completion form to the counselors.
- Students will not be allowed to have early dismissal and after school AMP courses
- AMP will not be offered during the school day as a separate class.
- All tests must be taken under the supervision of the AMP facilitator after school hours
- An official letter from a doctor must be presented in order for a student to enroll in online physical education courses
- Parent permission is required for a student to seek early graduation opportunities. AMP classes for early graduation will only be allowed during the summer AMP session.
- New courses may be offered during the summer for students seeking early graduation
 - The student is not eligible for prescriptive testing and must complete 100% of the course
- Repeat courses to meet on-time graduation will be offered after school
 - The student will be eligible for prescriptive testing and must complete 75% of the

required course work with a passing grade. Passing participants scores will be reported to guidance and the course will be added to the transcript as a D.

- Every effort will be made by the counselors to schedule repeat courses in an End-Of-Course class with a teacher during the school day
- Students in Study Skills will be allowed to work on only repeat courses in Edgenuity but must formally sign-up for AMP with the counselors. Students will be monitored by the study skills teacher and will be allowed to take tests in both study skills and after school AMP class with an on-campus facilitator.

Assumption Virtual School (AVS)

Assumption Virtual School (AVS) is a program to assist students who may be more successful academically in an at-home setting. Students are able to enroll in online classes through Edgenuity, if meeting required criteria. Carnegie units can be earned upon completion of course work and earning a passing grade according to the new state grading scale.

Guidelines:

- Students must have parent permission as well as a justifiable reason for not being able to attend school regularly.
- Students must have access to a computer and internet either at home or at a nearby facility (public library).
- AVS students must complete a minimum of 30 hours of course work on Edgenuity each week.
- Students should be assigned four classes per semester and must complete each course by the end of the semester.
- Counselors will conduct weekly monitoring of AVS progress.
- If a student does not meet the 30 hour requirement, the counselor **MUST** make contact with the student. The student must return to school and be assigned a schedule and must present doctor's notes for missed days **OR** the counselor will report the student to the Assumption Parish School Board Truancy officer.
- All tests must be taken under the supervision of the AMP facilitator after school hours
- The student is not eligible for prescriptive testing and must complete 100% of the course for new courses

Online Foreign Language

Guidelines:

- Foreign Language teachers / facilitators must register their own students in Edgenuity
- The foreign language course must be monitored by the assigned teacher. The student should not be allowed retakes for any other teacher or course.
- The student will only be allowed two retakes for tests. Tests must be taken during the foreign language class period.

- Grades will be entered into JPAMS for progress reports (overall grade) and each nine weeks only if the target for completion has been met. If the target for completion has not been met, a grade of F will be entered progress and report card grades.
- Failure to complete the course within the semester will result in an F on transcript for that scheduled class (foreign language) and the student will be required to restart the course the following semester.
- If a student wants to start a second foreign language course, the student must be sent to guidance for the counselor to add the course.
- If the student starts a second foreign language course within the same semester, the student will be allowed to continue with the online class the following semester without a restart requirement.

Supplemental Course Allocation

Guidelines:

- Students who enroll in the ACT Prep course will begin each semester with the Edgenuity ACT Prep course. Once SCA funding is secured, students must be enrolled by the counselor / facilitator in the ACT Mastery Prep course.
- The teacher / facilitator must monitor student progress in the course.
- The teacher must enter a final grade of P for successful completion of the Mastery Prep course work.

Frequently Asked Questions

1. Students' computers will be monitored during class time so that other applications are not in use during online class (**What specifically is allowable? music during non-note taking/lecture time?**)

Each facilitator / teacher should have a classroom management plan in place that specifies allowable use of technology during the class period. At NO TIME should a student be allowed to utilize information from the internet to cheat on tests / exams.

2. Students must take tests with their assigned online facilitator (foreign language, ACT prep, or AMP after school facilitator) **Can after school facilitator open tests up for students who have that specific course during the regularly scheduled day? Can a teacher unlock a test for someone not in their presence at the time of the test as long as another faculty member (e2020 capable or non-e2020 capable) is present to oversee the student's work? Can any facilitator/teacher unlock a test for students who are alternates and/or not a direct student of the teacher?**

An after school facilitator will be allowed to open tests for students enrolled in Edgenuity courses that semester. No other teacher on campus should unlock another teacher's / facilitator's tests or exams. With the exception of after school facilitators, students must always take exams in the presence of their assigned classroom facilitator. Facilitators should not unlock tests for alternate students unless that alternate student is on that facilitator's roll.

3. Students will only be allowed two retakes for tests and must present notes to teacher to document their efforts **Must students present notes prior to original unlock of topic test? What occurs if student did not take notes but ends up needing a retake, do we reset the lecture for them?**

Students should not have a retake unless the notes are presented to the facilitator. If no notes are presented, then the student must keep the grade received upon the first attempt.

4. Students must complete course work within the semester for all AMP courses. Failure to complete the course will result in a complete course restart the following semester. **Does this apply for students within the after school program as well. What if a student transfers from another school and is placed in AMP classes so that they can regulate their schedule but the student does not finish all coursework?**

Students will be allowed a four-month window in which to complete their course, regardless of the start date. For example, if a student transfers to AHS on November 15, then the student will be allowed to continue with the course until the March 15.

5. End dates must be established for the end of semester goal setting **Usually end dates were placed four months from start date which put them approximately 2-3wks before the end of semester. Also, a thought to consider is how any class will be impacted by loss of computer lab time because of EOC testing. No matter how good the schedule is one lab will break and another will be needed so some classes will lose time in the lab because of this.**

A new schedule for EOC will be utilized beginning this year which will decrease the amount of time a class is displaced from the computer lab. An earnest attempt has been made to consolidate the use of labs so that an extra computer lab is readily available in the event that a computer lab shuts down at any point during the semester. If a student continues to fall behind his or her work, the facilitator should recommend that the student remain after school during AMP hours.

6. Students will not be allowed to have early dismissal and after school AMP courses **Why not? If we don't have AMP during the day (see next bullet) then how can a senior with early dismissal make up lost courses, repeat course in traditional setting?**

Seniors who are missing courses for graduation should be placed in a traditional classroom setting rather than leave campus early.

7. An official letter from a doctor must be presented in order for a student to enroll in online physical education courses **What about health? (½ unit that many students have taken in the past)**

Traditional health classes will be available for students to take health. All athletes have the opportunity to complete health in a traditional classroom setting. Otherwise, the student may enroll in a summer AMP program to complete health.

8. Parent permission is required for a student to seek early graduation opportunities. AMP classes for early graduation will only be allowed during the summer AMP session. New courses may be offered during the summer for students seeking early graduation. The student is not eligible for prescriptive testing and must complete 100% of the course **So no student can take classes early to graduate in 3yrs except during summer school?**

Correct. No student will be allowed to take a class to graduate in three years except during summer school.

9. Students in Study Skills will be allowed to work on only repeat courses in Edgenuity but must formally sign-up for AMP with the counselors. Students will be monitored by the study skills teacher and will be allowed to take tests in both study skills and after school AMP class with an on-campus facilitator. **Who will unlock tests for these students? This goes along with earlier notes.**

The resource teacher will now have the availability to unlock tests for those students enrolled in study skills who are assigned to Edgenuity courses through an IEP team decision.

10. AVS students must complete a minimum of 30 hours of course work on Edgenuity each week. **(who is responsible for checking this and keeping up with records?)**

AVS students will be monitored by the grade-level counselors.

11. Grades into JPAMS for progress reports (overall grade) and each nine weeks. **How does this work?**

Grades should be UPDATED every week to keep students and parents updated but ONLY ONE (1) should appear per grading period. At the end of the semester / year both 1st and 2nd 9wks grades (or 1st, 2nd, 3rd and 4th 9wks grades for full year course) must match. This is required to make sure the two grading periods average properly to the final grade which matches the grade in the Edgenuity system. (i.e. students should not have a “B” and “A” in the grade book at the end of the semester.)

12. If the student starts a second foreign language course within the same semester, the student will be allowed to continue with the online class the following semester without a restart requirement. **What happens when a student finishes a course prior to the end of the**

semester? What should they work on for the remainder of their time in the e2020 class setting? This is especially important for 12th students who will not require further classes.

Students should be encouraged to work on the second foreign language course or ACT Prep courses. Senior students should also continue to be encouraged to work on ACT Prep.