Lower Richland Edgenuity Student Handbook
2018-2019

Edgenuity requires self-paced and self-motivated students to complete properly. Edgenuity is used for three different purposes: 1-to recover failed "lost" course credit from the previous school term, or 2-to offer a virtual school-like initial credit, or 3-to blend with a regular classroom teacher in supplement of a quarter grade. Though this handbook primarily addresses purposes 1 and 2, purpose 3 can be served by this handbook as it outlines assessment supervision, assigned Edgenuity Monitors, and other relevant terminology.

For credit-recovery students [purpose 1]; this is an intervention to a failed academic course. Students must complete 100% of the course with a final grade of 60 or higher. For initial credit students [purpose 2], to receive credit passing the Edgenuity class and receive a grade through the program (some courses also require an EOC per State requirements).

Each student is assigned an Edgenuity Monitor. In most cases that will be the school's "Edgenuity Lab" monitor. Inquiries and needs about <u>resets</u>, <u>retakes</u>, <u>progress</u>, "<u>freely move</u>," "<u>unlocks</u>," and <u>complete on-site assessments</u> are managed through their assigned Monitor; counselors, administrators, and other school personnel are not to supplant this role. In blended learning situations, the classroom teachers is the Edgenuity Monitor.

Grading

<u>Initial/Accrual Credit</u> – the overall end grade upon 100% completion is the students F1 final grade. Courses with EOCs the F1 represents 80% of the Y1 year grade and the EOC represents the remaining 20% (in non-EOC courses F1 and Y1 are the same).

<u>Credit Recovery</u> – students passing receive a "P" on their transcript, and those not passing or not complete receive a "NP." As required by SDE, credit recovery results do not effect GPA. Student desiring to change GPA must retake via initial/accrual credit.

Most courses are preset with a 60% as passing threshold; student must score a 60% or higher to move on. Also, most courses are preset with 2 automatic Failed Attempts allowed on assessments; after 2 failed attempts "retaking" occurs with structured resets of assignments. Grade Weights typically are Assignments = 20%, Quizzes & Tests = 60%, Exams = 20% - variations occur when labs/projects/essays include manual grading under a rubric by staff.

The <u>Starting Date</u> and (end) <u>Target Date</u> are assigned to measure progress on Actual and Relative Grades. Grading progress is reflected by three different types of "grades."

<u>Overall Grade</u> – This grade on Student Progress Reports averages only what has been completed and counted on the course. It IS NOT to be mistaken as a "current" average like on a report card.

Actual Grade – This grade is dependent on accurate start and target dates, and relates where the student should be in that time of the year. For example, a course that began at the start of the year, by the end of the 1st nine-weeks should be about 25% complete. Edgenuity automatically calculates zeros in place of any assignments incomplete to that point in time.

Relative Grade – This relates how the student is performing relative to the end of course completion. Edgenuity automatically calculates zeros for every pending task to course's end.

Standard Edgenuity Operation Procedures

Assignments – Students are to actively watch videos and record their own notes. Pencil and paper-notebook is needed for mathematics, in other cases digital notes can be taken. Notes can be uses on labs, reviews, quizzes, tests, and exams.

There are two assignments types, some that "count" for scoring and others that "not count." Practice, lab-assignments, and reviews typically count; videos, vocabulary, writing drafts, etc., usually do not count though a grade of "100%" is posted as evidence of completion.

Practice, Labs, Reviews (counted grades) – Practice assignments are designed for the student to practice skills which like those on quiz questions – students typically can review their performance and add to their notebook. Labs familiarize a student about a topic but do not immediately count for grades; usually following is an activity which does count. Nearly all Reviews (quiz, test, and exam) count in grading and typically offer feedback opportunities.

Quizzes – At the end of a module, students are given a quiz which record into the quiz average. If the student has not reached the passing threshold grade, a second attempt is automatically given. If not passing on that attempt, the student is required to have their assigned Edgenuity Monitor to review and follow this sequence:

1- Students are allowed 2 attempts on quiz (can be completed off campus).

2- If failed the first 2 attempts, BEFORE a student is provided any more attempts (retakes), the main lesson/video will be re-assigned. Then the 3rd attempt MUST be completed on site at school in front of the assigned Edgenuity Monitor – students are NOT to request this from any other staff member.

3- If a failed 3rd quiz attempt, BEFORE provided any more attempts (final 4th attempt), the main practice activity is reassigned. Again, this 4th attempt MUST be completed on site at school in front the assigned Edgenuity Monitor – students are NOT to request this from any other staff member.

4- If a student has failed a quiz after 4 attempts (passing threshold usually at 60%), then the highest grade is assigned. This should not be regularly needed, and is a symptom of a bigger student-learning issue if required often.

<u>Tests</u> – Once the unit of modules are complete (typically 5-7 modules), a test is given. Before tests are a "Test Review" counted assignment grade. A digital padlock appears on student screen indicating needed review. The assigned Edgenuity Monitor is to "review work" before "unlocking"; if student work effort is not evident, the Monitor will reset the Test Review for proper completion – students are NOT to request this from any other staff member.

Notice, the Edgenuity Monitor who unlocks the test authorizes a student to test on campus under supervision. The student is to expect to be supervised during the entire assessment and not permitted to be complete without. Follow the sequence for proceeding with test attempts:

1- Students are allowed 2 attempts on test and MUST be completed on site at school in front of their assigned Edgenuity Monitor.

2- After 2 failed attempts, BEFORE providing any more attempts the Test Review is reassigned. All Test attempts are completed under supervision.

3- If a student has failed a test after 3 attempts (note, passing threshold at 60%), then the highest grade is assigned. This should not be regularly needed, and is a symptom of a bigger issue if often.

<u>Exams</u> – Halfway and at end of course, students typically are given an exam which has questions similar to the quizzes and tests. Preceding an exam is an "Exam Review" which count as assignment grades. The need to "unlock" (Teacher Review) is needed, like with Tests. Follow the sequence for proceeding with exam attempts:

1- Students are allowed 2 attempts on exam and MUST be completed on site at school in front of their assigned Edgenuity Monitor.

2- After 2 failed attempts, BEFORE providing any more attempts the Exam Review is reassigned. All Exam attempts are completed under supervision.

3- If a student has failed an exam after 3 attempts (note, passing threshold at 60%), then the highest grade is assigned. This should not be regularly needed, and is a symptom of a bigger issue if often.

<u>Labs/Projects/Essay (Teacher Rubric Manual Scoring)</u> – For courses requiring manual teacher grading, the Edgenuity Monitor coordinates with the partnering grading teacher. Results are keyed in, students are to be informed by Monitor when this occurs. Students should be familiar with the category weight of these activities.

Balance Between Maintaining Passing Average and Deadline

<u>Moving On to Keep Pace</u> – To assist students in maintaining progress to complete their Edgenuity course timely, the Edgenuity Monitor has authority to advance a student with a failing assessment grade (quizzes, tests, and exams) by "passing with highest grade." Students

are NOT to request this from any other staff member, and is only granted if the student is managing their work appropriately as measured on note-taking, time-effort, and performance on assignments. When applied, this action best supports those already with an overall passing grade average for it will lower the average; however, it is understood that one single assessment grade does not exclusively fail a student.

NO "Checks!" – The *Edgenuity* Company does not promote a "check" – an action which a Edgenuity Monitor views student pending answers while a student is currently taking an assessment (quiz, test, and exam) and then reports back to student correctness of multiple-choice selections so changes then can be made. This action undermines the course-curriculum authenticity and the credibility of Lower Richland course credits by enabling students to post "passing" marks without demonstrating learned knowledge.

Freely Move – Students needing to quicken pace, outside of Edgenuity Monitor time, can properly utilize the "freely move" option. Freely moved is only authorized by their assigned Monitor – students are NOT to request this from any other staff member. "Freely move" permits a student to move around required quizzes, tests, and exams while working outside of lab-time and take assignments in any order of their choice. This is only recommended action for all Edgenuity students who are responsible to complete assignments out of sequence with detailed notes, and then later return on site to complete and take the required quiz, test, or exam using their notes in front of Monitor supervision. Students without quality notes are hindered by "freely move," such that they typically underperform on assessments with low assessment scores and lose time by the reset and retake process.

Improving Final Average – Once a student has completed 100% of their course and before the grade is submitted for transcript, the Edgenuity Monitor has authority to work with the student on graded items effecting the final average. If school-year time permits, additional resets and retakes can be issued which allow student opportunity for grade improvement; however, all assessment supervisory expectations still remain in place on all retakes.

Edgenuity Acknowledgements:

I, _____, will comply with expectations detailed within this Edgenuity handbook.

My Edgenuity Course is _____.
                            [Indicate Initial/Accrual or Credit Recovery]

My deadline date for completion is _____.

My assigned Edgenuity Monitor is _____.

Edgenuity Student Agreement

I, _____, will comply with expectations detailed within my Edgenuity Student Handbook, and understand the following:

1) All student activity (including session times, attempts, answers, and which staff member "resets," "bypasses", "unlocks", "grades", etc.) record within the Edgenuity program.

2) All student actions comply with Richland One's Accept Use Policy [AUP] as in the DLE Technology Handbook for Parents and Students and Student (laptop) Pledge, and also subject to Student Code of Conduct including 2.13, 2.16, 3.19, 3.20, or any other offense.

3) Students are to work only under supervision of their assigned Edgenuity Monitor.

4) While under Edgenuity Monitor supervision, there is no condoning of, or purpose, "googling" or "answer searching," including personal mobile or technology device use.

5) Whether inside or outside of lab-time or supervision, all student work represents authentic effort and not of searched information nor another person's involvement.

6) When in Edgenuity Lab, classroom, after-school or before-school program, etc. student compliance to classroom, program, teacher, school, and district rules remain in effect.

7) All scores represent authentic grades; student efforts to alter such grades (outside of normal retake-reset process) is considered cheating and subject to administrative action.

8) All student actions are intended to comply with Edgenuity program requirements, and not to circumvent its main purpose of providing virtual learning to demonstrate and measure student learning and ultimately to earn academic transcript credit.

9) Edgenuity Overall, Actual, and Relative grades each represent means to view student work. Incomplete course work will receive the Relative Grade (with accurate target date).

10) All course work must be completed by the identified school term (semester or full-year) as identified on student PowerSchool schedule.

My signature indicates I will comply with and conduct myself accordingly to all Edgenuity expectations, as detailed in my Edgenuity Student Handbook and above understandings.

_____   _____
(*student signature*)   (*date*)