

ABC Unified School District

Edmentum Student Handbook

2018-2019

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Special thanks Edmentum site representatives, ABCFT site representatives, and the Edmentum Ad Hoc Committee for taking time to share your Edmentum expertise.

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Edmentum

The ABC Unified School District's adopted online curriculum that supports student learning. High school students in ABCUSD use Edmentum's PLATO Courseware to provide online credit recovery opportunities outside of the school day. Students who are less than 20 credits deficient use Edmentum for credit recovery. Students that are deficient 20 or more credits are referred to Tracy High School. Students are able to work on curriculum during scheduled time with an instructor at their school sites after their regular scheduled day, and also wherever they have Internet access.

General Guidelines

Access and Equity

1. All students must be enrolled in the ABC Unified School District in order to participate in the online program. Students will register for online courses at their school of attendance.
2. Students enrolled in a high school may take online courses that are (a) currently offered at their high school of attendance or; (b) for credit recovery; (c) offered during summer school (d) concurrent with course of study for intervention and support (Flex Assignments).
3. Students are not allowed to have concurrent enrollment in a course that they are currently failing in the school day. The final grade must be recorded at the semester prior to enrollment for online credit recovery.
4. Students cannot enroll in an Edmentum course during another class time. Courses will be offered outside of the instructional day and during summer school.
5. Priority placement in online courses will be given to students who are deficient in credits needed for graduation, beginning with seniors.
6. Students enrolled in the continuation high school, independent studies, or an opportunity program, may be enrolled in an online program during the instructional day. Board policy provisions recognize the use of curriculum and instructional strategies that differ from a comprehensive high school.
7. Students who have an active IEP or 504 may need accommodations and/or modifications. The teacher will use his/her professional judgment to determine the necessary accommodations and/or modifications. The IEP, or 504 team, and/or Special Education case carrier will provide the Edmentum teacher with appropriate accommodation and/or modifications required by the IEP.
8. Students with exceptional needs, as defined in Education Code §56026, may participate in online courses if deemed appropriate by his/her individualized education program as being an offer of a Free Appropriate Public Education (FAPE).
9. English Language Learners may participate in online courses if deemed appropriate by the student's California English Language Development Test results. The school site English Language Coordinator and school counselor will conduct a review of these scores.
10. A temporarily disabled pupil may be assigned to online instruction in lieu of "home and hospital" instruction pursuant to Education Code 48206.3.

11. Students enrolled in an online course for credit recovery or UC a-g make-up must complete the course one week prior to the last day of the current semester. Students and/or parents/guardians must agree to take the make-up course online, and students must complete the course in its entirety to earn credit.
12. Enrollment in online courses is voluntary; students must have prior approval by the site administrator/designee and parent/guardian.
13. Access to Technology: Students will have access to the technology necessary for online learning, consisting of suitable networks and hardware. Students will be provided designated time frames at their enrolled school site in which they may access their online coursework.

Course Attendance, Completion, Drop Policy, and Student Responsibilities

1. Students who fail to become active, for any reason, within 10 school days of enrollment, may be dropped from the course.
2. Students need to complete each unit within a course sequentially. Skipping course units is not allowed.
3. Students enrolled in online courses must follow enrollment guidelines and Edmentum course syllabus.
4. If students demonstrate poor attendance the parent/guardian may be contacted. If inactivity continues the student may be withdrawn from the course.
5. All course work and required assessments must be completed by the assigned completion deadline unless the administrator/designee approves an extension. All extensions will be for one academic quarter.
6. Official course grades for the transcript will be reported to the school facilitator/guidance counselor.
7. Interim grades will be provided to parents/students as a progress update in the course of a semester, as requested. Counselors will notify students who are in danger of receiving an F grade on the final grade as noted by AR 5121(B).
8. Students violating the Technology Acceptable Use Policy may have their online course access revoked.
9. Students facing disciplinary consequences may continue to access online courses off campus, but may not come on campus to access the online coursework.
10. Students must be enrolled in an Edmentum course in the first five weeks of the semester, or must receive permission from administrator/designee for Late Enrollment. (See Late Enrollment form).
11. In order for students to earn Final Grade, course must be completed in full.
12. Students transferring to another school site must be provided check-out grades from their counselor. If the student is transferring to another school within ABCUSD, online coursework progress may be rolled over to the new site in order to continue towards completion of the course.
13. Edmentum Courses take 60-90 hours, on average, when a course is being completed for original credit. Courses that are completed in less time must be verified by school or district site personnel. This time is recorded by the courseware's "Time on Task" feature.
14. Any attempt to undermine the integrity of the program may result in the student being dropped or asked to redo portions of the Edmentum course.

Grading Policy

1. Grading policies for the online credit recovery course will be in accordance with BP-5121 (see article 5 of the Board Policy, posted on abcusd.k12.ca.us website).
2. Courses assignments, assessments, and grading will be followed as designed by the Edmentum program per the Edmentum Recommendations for each course. Please verify with your individual instructors the grading categories, weights, and scales for each course.
3. Students retaking a course in Edmentum for the first time, must take the pretests in order to determine skills that have already been mastered. This may exempt them from certain elements of the course based upon prior knowledge. However, students retaking an Edmentum course for the second (or later) time, may not take the pretests. All course content must be completed without exemption.
4. Students who are taking a course for original credit cannot have access to, or take, any of the pretests. There are no exceptions.
5. Pre-Tests, End of Semester Tests, and Post Tests (for Units) will be locked and must be proctored by teachers on site. Tutorials, lesson mastery tests, and assignments may be completed off campus.
6. The following grading percentages will be used to assign final grades for online credit recovery:
100% - 90% = A 89% - 80% = B 79% - 70% = C 69% - 60% = D 59% - 0% = F
7. Since the online program consistently provides students with updates on progress, students at risk of failing will receive notice from the school site counselor.
8. Students must complete the tutorials associated with the units. These should be reviewed by the teacher and verified before assessments can be completed. Students' "Time on task," lesson completion, assignment completion, and assessment performance may be monitored in order to validate appropriate completion of the course for credit.

Acknowledgment of Receipt and Review

I have reviewed the information contained within the Edmentum Student Handbook and discussed any concerns with the Site Edmentum Coordinator.

I understand the expectations indicated in the Edmentum Student Handbook, and I am willing to meet these expectations.

I understand that by placing my signature below, I agree to the guidelines in the Edmentum Student Handbook.

** (Students and Parents may alternatively sign a site Edmentum Enrollment Contract after reviewing and agreeing to the Edmentum Student Handbook Policies.)

School Site: _____

Site Edmentum Coordinator: _____

Printed Name

Signature

Please return completed form to site Edmentum Coordinator.