



"OPTIONS EDUCATIONAL CENTER"
Distance Education Guidelines
Humboldt County School District
2019-2020

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Options Education

It is the intention of these guidelines to define, integrate, and implement virtual education as a mode of learning for Humboldt County students. This document is based on the Nevada Department of Education (NDE) guidelines for distance education, procedures developed by Humboldt County School District Distance Education Team, Humboldt County School District Distance Education Plan submitted to the Nevada Department of Education, and the needs of Humboldt County students in grades 7-12.

The Humboldt County School District (HCSD) will utilize only those distance education classes approved and authorized by the NDE. HCSD incorporates and utilizes Edgenuity and A+ in its distance education program. Edgenuity and A+ are online curriculum and are state approved programs. The programs may be used for part-time enrollment, full-time enrollment, and credit recovery classes. They provide and assist in academic monitoring in several ways: provides course objects, a syllabus of work assignments, pre and post assessments, grades, and a record log of student time spent on coursework.

Distance Education provides an alternative educational setting for students in grades 7-12 who have requested alternative placement, at risk for drop-out, or have extenuating circumstances that prevent them from attending traditional (brick and mortar) classes (i.e. health issues that prevent the student from attending school, discipline (expulsion), or self supporting, etc.) Students can access on-line instruction in two forms, school site or from a remote site that has internet access. The school site model requires a student to be enrolled in a class(es) at the school with a classroom teacher. The remote site model requires the student to be enrolled in the school, but receive instruction from internet access with appropriate support through meaningful two-way communication and assistance with the distance education teacher.

Not all students are successful in distance education or computer-based courses. Students who typically have success have the following: read at grade level, work well independently, work well with technology, have motivation, and have support for success. If a student is lacking in these areas, distance education may not be the best fit for the student's academic needs.

HCSD Distance Education is for students enrolled in HCSD. Home-schooled students must enroll in HCSD to be eligible to attend a program of distance education offered by a Nevada school district. Students currently enrolled in other states or in other Nevada school districts will not be allowed to enroll in the HCSD Distance Education.



Enrollment Process/Requirements

Humboldt County School District Distance Education will adhere to all NAC and NRS enrollment and attendance requirements. Educational programs utilizing distance education are inherently competency-based programs. Students participating in these types of programs are awarded credit for the successful completion of the lessons and classes within the program and not on the basis of “seat-time” or time spent within the classroom. NAC 387.120(5) and NAC 387.131(3) allow competency-based programs to be operated by school districts with permission from the Superintendent of Public Instruction.

Students seeking enrollment in the distance education program in HCSD must complete a request form (Appendix A) and meet with their school administrator or counselor to discuss the student’s reasons for wanting to be a distance education student. Students learning style, self-motivation, and supervision requirement for online learning will be discussed. The purpose of the meeting is to clarify rules and regulations of the program; attendance requirements, application process, and review transcripts. The meeting is to determine whether the student is a suitable candidate for distance education.

Students in special programs (Special Education, English language learners, 504, and/or Homebound) must be approved by the Special Service Director. This placement is considered a change of educational placement and will require an IEP meeting or team meeting. Students with any significant needs that impact education will also require a team meeting to address the needs and ensure successful transition to the distance education learning format.

Once eligibility is determined, parent and student must complete the application form (Appendix A) and indicate whether the student will be full-time, part-time, or credit recovery. Required classes and elective classes are identified and assigned as needed. Schools must complete and have on file a Plan of Study for all distance education students. The Plan of Study (Appendix A) must be signed by the student, parent and teacher. The Plan of Study must show the full academic load of courses that the student will take throughout the entire school year. For example: If the plan is for the student to take four distance education courses throughout the school year for two credits and four credits of traditional courses, all of the course must be included on the plan, not just the distance education courses. The Plan of Study must list specific course titles. For example: The plan should list “OL Geometry”, not simply “geometry” or “math”. This is also true for electives. For example: The plan should list “OL Career Essentials”, not simply “elective”. The Plan of Study should identify the start and stop times for the courses in the plan. If for some reason, the start and stop times need to be adjusted, the plan will need to be modified, resigned, and records maintained of the modification.

Students must be enrolled in a minimum of six classes each semester for students in grades 7 - 11, and a minimum of four classes for students in grade 12. Part-time students will have

combined classes, both traditional (brick and mortar) and distance education assigned as needed to be enrolled as a full-time student. Distance education classes can be taken concurrently or sequentially which is stated in the plan of study on the application form filled out with counselor, parent, and student. Students and parents are required to sign the distance education application form stating:

1. Student attendance is based on student 2-way communication or logged in activity. Students will have three weeks to complete each course and one full semester to complete all course work assigned. Times may vary depending on the approved program of study.
2. Parents will actively monitor student progress and contact the teacher if any issues arise.
3. Students are expected to communicate with teacher of record one time per week to discuss the student's progress in person mostly and at times by phone or by email. A detailed record of all student/teacher communication will be maintained. Students will be gradually released from in-person communication as they maintain on-track progress each week.
4. An orientation will be required by students and parents. Students and parents are required to complete and sign a contract (Appendix A).
5. Student is expected to participate in all state and district-wide testing.

All distance education students are required to participate in grade appropriate assessments:

- Measurement of Academic Progress (MAP)
- Smarter Balanced (SBAC)
- End of Course Exams (EOC)
- ACT
- WIDA

Distance education staff may also require students to participate in the following:

- Orientations
- Pre-assessments
- Post-assessments
- Face-to-face contact
- Goal Setting
- Remediation
- Career counseling

The student and parent are provided a copy of the final application form and the school maintains the original. The student is enrolled in appropriate classes and issued a username and password. The student must log into all classes, take pre-assessment, and begin coursework the first week of school or the first week that the student is enrolled in the distance education program.

The school counselor, teacher of record, and/or school registrar will insure appropriate data is entered into Infinite Campus, following HCSD policies and regulations.

The weekly correspondence also serves as the academic monitoring and is to be substantive in nature and recorded in student log entries. If at any time, the student is not making adequate

academic progress as contracted, the distance education teacher will attempt to modify the plan of study with the student and parent. If the modification does not provide adequate academic progress by the second attempt, the distance education teacher will notify Options and site administration by completing the Intervention Form. This will inactivate student classes until Options and site administration have reviewed student progress and attendance with the student and parent to determine withdraw or continuation in the program within three days. No student will be allowed to re-contract more than one time and distance education services will be refused.

After the distance education enrollment window for each semester, any student seeking entrance into distance education program will be done on a case-by-case basis.

Attendance/Participation

Student attendance is recorded weekly by contact between the teacher of record and student - in person, through email or by phone each week. The student, parent, and teacher of record are able to check the student's progress in each class by logging into the online program. Reports of student activity (or inactivity) can be printed at any time for verification and attendance. Teacher of record will communicate with the student and will address class progress, assignments, difficulties, and/or anything that might concern the student regarding the coursework.

Students in the distance education program have the choice to work at home or come to approved sites to complete coursework or ask for tutoring. A sign-in sheet will be required for all distance education students to sign in and out.

Students are provided staff email addresses and telephone numbers. The teacher of record and/or support staff will document each time the student makes contact, the teacher of record makes contact with the student, or when the teacher of record is in contact with the parent.

Parents are asked to contact the teacher of record and/or support staff to inform them of any sickness, family crisis, or other issue that would prevent their child from working online.

All contact with students/parents will be documented in student Attendance/Communication Log. Attendance will also be documented in the student management system (Infinite Campus) weekly.

Minimum seat time is not required for mastery learning, but attendance must meet the district's attendance requirements. A student who fails to meet the course timeframe requirement will receive an "F" in the course. Start time for attendance begins when the student is enrolled in the online course.

Monitoring Progress

Students will be required to progress monitor with the teacher of record or support staff at least once per week in person, by phone or by email. It is the responsibility of the students to check in with the teacher of record weekly.

Student progress is monitored on a weekly basis through the online program. Students, who have not been actively engaged, have not made contact, or who have not been meeting deadlines are noted and contacted to ensure student success in the program.

Students who are not communicating, completing assignments on time, or continuing at the pace discussed at the initial meeting and orientation will be contacted by the teacher of record. If some type of contact is not made, the junior high or high school will be notified to begin truancy procedures. HCSD truancy policies will be followed. Students are then at risk to be removed from the program at semester. If contact is made, a phone conference or meeting will be set up in order to discuss the student's educational plan, progress towards initial goals, and possible interventions in assisting students to meet their goals.

Students who have not actively participated in the program and/or who have not had contact each week will be marked absent for the week. The teacher of record may decide to go over the distance education contract with the student and parent again to clarify any issues.

Attendance in the Options Center is different from traditional schooling. Attendance is based on students making progress towards course completion each of the 3 weeks a course is assigned. It is important to note that if a student is inactive or 2-way communication is not reached, the student will be marked with unexcused absences for the full week. These absences may be counted as trancies, and are subject to being reported to the Truancy Advisory Board and/or Truancy Court.

Students who repeatedly attempt lessons and fail will be contacted. Teacher of record will offer assistance to the students. Progress in classes are reviewed on a weekly basis to ensure that all students enrolled in the distance education program are performing to the best of their abilities and succeeding in classes.

Students who consistently score poorly, or do not abide by the distance education contract are referred back to traditional classes at the school site. Truancy policies of HCSD will be followed for any student who does not abide by the attendance policy of the district.

A required timeline will be provided to the student regarding class completion. As stated in the application, parents will actively monitor student progress and contact the teacher if any issues arise. Students are expected to communicate with teacher of record one time per week to discuss the student's progress in person, by phone, or by email. A detailed record of all

student/teacher communication will be maintained in the Weekly Attendance/Communication Log.

The A+ program will keep a record of the student's assignments and grades. Students may do their coursework sequentially or concurrently, which will be addressed in the orientation. If a student decides or is required to do their classes sequentially, he/she will have three weeks to complete one class and move onto the next class. If the student fails to complete the coursework in three weeks, a meeting between teacher, student, and parent is scheduled to see how much more time the student would require to finish the class. A determination will be made and the student will be allowed to finish the course within a reasonable amount of time (determined by teacher and parent). If the student fails to complete the class after the scheduled amount of time, the student will fail the class and will receive an "F" for the class.

Distance education students in 7-8 will be enrolled in Winnemucca Junior High School and students in grades 9-12 will be enrolled in Lowry High School. Part-time students will attend traditional (brick and mortar) classes and attendance will be taken in each individual class following district policy. All on-line classes are shown with the class name followed by OL indicating the class code in Infinite Campus and on report card/transcripts.

Course Work/Completion/Grade

For each class, students and teacher of record will meet in person, by phone, or through email, weekly to discuss the student's progress. A detailed record of all student/teacher communication will be maintained in the Attendance/Communication Log.

Teacher of record, students, and parents are able to log into Edgenuity or A+ at any time to see the progress for all classes. Progress reports are provided and grades are calculated on progress towards completion of the coursework outlined in the timeline. Final grades are calculated via the programs and recorded in Infinite Campus and filed in the student's cumulative folder. If the student does not pass with a 60% or better, the student does not pass the class and receives an "F."

Student progress is monitored weekly by the teacher of record to ensure the students do not score below a 60% on any given assignment. Students may be directed to re-do the assignment, contact the teacher of record, or deliver the assignment in a different way (such as sending via email). Online courses are semester (.5) courses. No partial semester credit will be issued for courses not completed. Students, parents, and school staff (counselor, administrator, teacher of record) have access to the on-line classes so that student progress can be checked at any time. The teacher of record will insure that grades are entered into Infinite Campus, according to district policy.

Students must have all assessments and final exams proctored in an approved location and by approved personnel. Assessment paperwork is required for all students to receive credit. Students need to do all assessments/finals in the same location with a proctor by due dates. Students must make weekly progress to maintain course completion targets. Failure to maintain progress could render a student ineligible for distance education. Ineligible students will be transferred back to the HCSD 'brick and mortar' school (WJHS or Lowry) at the end of the semester.

Full-time students are provided all mandatory state and district testing windows at the time of application. The school site will notify students and parents of specific dates, times, and locations of testing prior to actual testing dates. Mailings, newsletters, emails, and telephone calls are made to all eligible students, giving students ample notice for testing. All students are required to participate in all mandatory district and state testing that pertains to them. Distance education students will be tested at the appropriate school site on the same days that all students are tested. Results of the testing are shared with parents and students. Problems will be addressed to assist students who are having difficulty in passing any state or district mandated test.

Students are required to be on campus during all school/state mandated testing days as applicable. Student will be notified in advance of these dates. Should students not be in attendance, they will be considered truant. Unless excused by parent or guardian for illness or other factors that prevented them from attending school, appropriate action will be taken against the student. Distance education students that do not meet the distance education contract requirements will be terminated from the program and required to return to traditional classes. HCSD truancy regulations will be followed.

Once students have been assigned courses they must complete all assigned lessons, essays, pre- and practice tests, mastery tests, post-tests, and the final exam portions of the course to receive credit for course completion. Students will be provided one opportunity to pass mastery test with a mastery indicator. Should a student not demonstrate mastery, the program will allow them to continue once they have completed the assigned tasks with-in the module. (For example, some modules do not require an essay, but will allow the student to progress if they have attempted study, practice, and mastery even without receiving a mastery indicator.) The distance education teacher may have the test re-set if they require a student to re-do content notes. Teachers are encouraged to permit students to work on one course at a time, with an expectation to complete the course in three weeks.

Extra-Curricular Activity & Eligibility

Students who participate in extra-curricular activities must be enrolled as a full-time student. The student must make adequate progress and maintain passing grades in all courses that the student is enrolled in.

1. Students involved in extra-curricular activities must maintain passing grades in both academics and citizenship.
2. A three-week check will be maintained by each school to reflect the student's academic status from the beginning of that semester to the date of the grade check.
3. A student must obtain a 2.0 grade point average the previous semester to be eligible to participate.
4. A student must earn the HCSD required credits the previous semester to be eligible to participate.

Reference: NAC 386.802, 386.803, 386.804, 386.805, 387.806

K-8 STUDENT TAKING HIGH SCHOOL

COURSES

Middle School Student Placement into High School Courses

Middle school students who wish to take high school courses must meet certain requirements in order to qualify for placement. Students may only be placed into high school courses at the beginning of each semester. No midsemester entry will be allowed.

Students who earned a grade below “B” on their previous report card, score average or below on the Personal Learning Assessment, fail to attend/review the orientation, and/or do not conference with their counselor will not be eligible to be placed in high school courses.

Review Process for Middle School Students Placed in High School Courses

Middle school students who are placed in high school courses will have their progress reviewed mid-way through the first quarter of their enrolled semester. Students who are in danger of failing (receiving a D or F grade) will be notified of their current status and be given the option of returning to middle school level courses or attempting to improve their grade. Students who are still failing at the quarter progress review will be placed back in 8th grade courses in order to avoid receiving a failing grade on their permanent high school transcript. Students who are placed back in a mastery-based course may take lesson or unit assessments in order to catch up to current progress expectations. If a student has already completed the 8th grade level course in a particular subject, they will be given an additional elective (music, art, or foreign language) in order to meet full-time student requirements.

Note: Students will not be removed from high school courses after the first quarter regardless of their grade.

The way a typical, full-time online K¹² high school program operates is distinct from K–8, given the more complex world of content, skills, and time management required.

Key Differences

Here are some key ways that Online Middle School and Online High School is different from K5 OLS:

- Each course has a regular weekly schedule of assignments and activities.
- Classes must start and end with the semester. The class is closed at the end of the semester and will not be accessible once the semester has ended.
- In high school courses, letter grades and percentages (i.e.: 75%, 85%, 95%, 100%) are awarded, differing from the mastery based model in K-8.
- A high school teacher, qualified to teach his or her subject area, is engaged with the students' work every week.
- Students are regularly involved on a course-by-course basis in threaded, teacher-monitored discussions with each other about key topics and ideas being covered.
- High school courses in English, History, Science and Math are available in a choice of levels: Core, Honors, AP®, and Credit Recovery. In this way, students can be successfully matched to the level that suits their learning needs.
- High school course work is found in a different learning management system (LMS)

HIGH SCHOOL PROGRAM BASICS

- Full-time students have six classes each semester. The only exception to this is seniors, who may take (4) four classes if they are on track for graduation.
- Not every subject has a hard copy textbook. All materials students need may be found online in the course pages under “Resources.”
- NVVA high school is NOT a “work at your own pace” program. Students must follow deadlines established by their teachers in each course. Teachers are available for student questions and assistance during regular school hours. Teachers respond to student questions within 24 hours (school days only) and return graded work within (3) three school days. Large projects and research papers will be returned as quickly as possible.

Virtual Student

Current students who have demonstrated an ability to thrive in a completely virtual setting will have the opportunity to continue their alternative education experience as part of the Virtual Student Pathway. Also, students who live in remote areas (outside of 50 miles from Las Vegas or Reno) will be assigned to this pathway with virtual supports added as needed.

Remote Students

Students who live in remote areas of Nevada (Outside of 50 miles from the Las Vegas area or Reno) may participate in any of the pathways with some modifications. Counselors will be available to discuss possible options. Participation and placement will be evaluated on a case by case basis.

LOOK AT OTHER PARTS OF K-6 DE HANDBOOK



Appendix A

**Humboldt County School District
Request to Transfer to Options
Distance Education**



To be completed by a HCSD school counselor or administrator only.

Request to transfer to Options Distance Education initiated by: _____

Reason for request: _____

Student Name: _____ Today's Date: _____

Current School: _____ Current Grade: _____ Parent Name: _____ Phone #: _____

Current Special Programs: Special Education _____ 504 _____ ELL _____ Homebound _____ Other _____

Students in Special Programs or with Significant Needs

Not all students are successful in distance education or computer-based courses. Students who typically have success have the following: read at grade level, work well independently, work well with technology, have motivation, and have support for success. If a student is lacking in these areas, distance education may not be the best placement for the student's academic needs.

Current Reading Level (NWEA/EOC/ACT) %: _____ Math Level %: _____ IEP Regular Education Placement %: _____

Current Accommodations: _____

☐ Options is not the best placement. Request denied by Lowry/WJHS/FFMS/Special Programs administrator (explain): _____

☐ Options is a viable placement. Request submitted to Options for final review (explain): _____

Name of School Personnel submitting form to Options: _____

Signature of Site Administrator/Designee: _____

Special Programs Students: Requests submitted for students in special programs must include a meeting to consider appropriate placement needs. Options, site-based and special programs administrators must be present at the meeting. Requests Submitted to Options for Administrative Review: Please allow up to 2 days for HCSD Options personnel to process this request. If approved, Options personnel will make an appointment to complete the Distance Education application form. If denied, Options personnel will notify the parent and school administration.



**Humboldt County School District
"Options" Distance Education
Application Form**

STUDENT INFORMATION: *please print clearly*

Student Name	Date
Student ID Number	Grade
Student Home Phone #	Date of Birth
Parent/Guardian Name	Student Cell Phone #
Parent Home Phone #	Parent e-mail
Parent Work Phone #	Parent Cell Phone #
Please check one: <input type="checkbox"/> Full Time Distance Education <input type="checkbox"/> Part-Time Distance Education	
<input type="checkbox"/> Acceleration <input type="checkbox"/> Credit Recovery <input type="checkbox"/> Other _____	
Is student in special programs? Please mark appropriate program. <input type="checkbox"/> Special Education <input type="checkbox"/> 504 <input type="checkbox"/> ELL <input type="checkbox"/> Homebound <input type="checkbox"/> Other _____	
***Team meeting mandatory and approval by the IEP Team prior to entry into program.	
Is student involved in/interested in sports, CTE or other school activities 504 programs? <input type="checkbox"/> yes <input type="checkbox"/> no if yes, what? _____	

INFORMATION:

- Student and parent/guardian must schedule an appointment with the counselor at school site to obtain an application to enroll in Distance Education.
- Counselors will be available to schedule and accept appointments beginning in the second week of August and first week in January for that semester's consideration.
- A meeting with parents, school personnel and Options personnel will be scheduled for any student in special programs or with significant needs. IEP Team approval is mandatory for any special education student.
- Enrolled student and parent/guardian must participate in an orientation prior to the first semester enrollment cut-off date (August 25, 2017) or the second semester enrollment cut-off date (January 19, 2018). The teacher of record at Options will contact the parent/guardian and student regarding the orientation.
- It is the responsibility of the student and parent/guardian to check the progress of each class and contact the teacher if any issues arise.
- Student will be required to participate in all district and state standardized testing.
- Students requesting to enroll after the semester deadlines must participate in a meeting with Lowry/WJHS and Options personnel to discuss the transition.
- Student also taking classes at Lowry or WJHS will coordinate with the counselor and Options instructor to ensure all scheduled courses are completed by the end of each semester.
- Students participating in extra-curricular activities are bound by the eligibility requirements of the schools.

Required Signatures: - I have read and understand the above information and agree to all the conditions stated. I have received a copy of the district testing calendar and a copy of the handbook.

Parent/Guardian: _____ Date: _____
 Student: _____ Date: _____
 Counselor: _____ Date: _____

"OPTIONS" DISTANCE EDUCATION PLAN OF STUDY

Student Name: _____ Student Number: _____

	First Semester Classes	Recommended Start Date	Actual Start Date	Completion Goal Date	Actual Completion Date	Final Grade
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Date	Student Signature					
Next Meeting Date	Teacher Signature					

	Second Semester Classes	Recommended Start Date	Actual Start Date	Completion Goal Date	Actual Completion Date	Final Grade
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Date	Student Signature					
	Teacher Signature					

Description of program, instructional hours, individualized instruction (Schedule Modification Form must be completed.)			
Plan of Study Amendment(s)			
Date	Description	Teacher Initial	Student Signature

Parent Signature: _____