

ACTION

ITEM #9

Mineral County Distance Learning



2021-2022 Student/Parent Handbook

Mineral County Distance Learning (MCDL)

It is the intention of these guidelines to define, integrate, and implement online education as a mode of distance education for Mineral County students due to the unique situation presented by COVID for the 2021-2022 school year.

This document is based on the Nevada Department of Education (NDE) guidelines for distance education, procedures developed by the Mineral County School District Distance Learning Reopening Committee, to meet the needs of Mineral County Distance Learning students in grades K-12. The Mineral County School District (MCSD) will utilize only those distance education classes approved and authorized by the NDE.

The Mineral County Distance Learning (MCDL) provides an alternative educational setting for students in grades K-12 who have requested and have been approved an alternative placement due to the unique COVID circumstances. Students in the Mineral County Distance Learning (MCDL) are enrolled in their respective MCSD school (HES, SES, HJH, or MCHS), but he/she will receive instruction via full online instruction with appropriate support through meaningful two-way communication and assistance with the online learning teacher, school counselor, or safe school professional.

Not all students are successful in online learning or computer-based courses. Students who typically have success reading at grade level, work well independently, work well with technology, are self-motivated, and have support at home tend to be successful. If a student is lacking in these areas, online learning or computer-based instruction may not be the best fit for the student's academic needs.

Students that are in special programs (Special Education, English Language Learners, Section 504, and/or Homebound) must be approved by the Principal. This placement may be considered a change of educational placement which could require an IEP meeting or IEP Revision agreed upon by the team.

The Mineral County Distance Learning (MCDL) is for students enrolled in MCSD and reside in Mineral County. Home-schooled students are not eligible to enroll in or attend a program of online 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 Mineral County Distance Learning (MCDL).

Students seeking enrollment in the Mineral County Distance Learning (MCDL) must complete the application (page 8-Elementary, page 9-Secondary) form as established by the district and return to the school. Students and parents must also complete the Mineral County School District Distance Learning Contract (separate document). **Any student seeking entrance into the Mineral County Distance Learning (MCDL) will be considered on a case-by-case basis as enrollment is limited and strict criteria will be in place and enforced.**

*Please be aware teachers are not providing virtual or hybrid classes, Mineral County Distance Learning (MCDL) is a full online learning program. Your student's attendance, progress, grades, and ability to complete daily assignments are mandatory for continuation in Mineral County Distance Learning (MCDL). Failure to comply with the MCDL contract will result in your student's removal from Mineral County Distance Learning (MCDL) and your child **will be returned to full in-person instruction at their MCSD school of enrollment.***

If the student/family elects fulltime distance education, they will need to dedicate their attention to distance education/Edgenuity for the FULL SEMESTER. (Transitioning a student from credit accrual courseware back to the classroom can be problematic mid-term and is not an option).

Elementary Students (Grades K-6)

The Mineral County Distance Learning (MCDL) will utilize Google Classroom, IXL Learning, and other applications to facilitate online learning for students K-6. IXL Learning is a research based online curriculum, which is fully aligned to the Nevada Academic Content Standards and includes adaptive, differentiation options. Students are required to log in to Google Classroom daily for attendance and to sign in to the online learning applications set up by the teacher. A parent or guardian is expected to supervise the sessions to assure internet connectivity and notify the school of any problems.

Students and parents are required to sign the Online Learning Agreement form stating:

1. Students are required to log in to Google Classroom daily for attendance or notify the teacher and/or school of enrollment office with reason for absence.
2. Students are required to and spend a minimum of 5 hours per day working online independently or with parent/guardian support as needed.
3. Full-time Distance Learning elementary students must have an adult at home readily available to support their learning. Parents will actively monitor student progress and contact the teacher if any issues arise.
4. Students are expected to participate in in-person in all state and district-wide testing without assistance.
 - Measurement of Academic Progress (MAP)
 - Smarter Balanced (SBAC)
5. Students receiving special education services will attend face-to-face sessions (via Google Meet or In-person) with their special education teacher of record as required by their IEP.
6. A completed/signed Online Learning Agreement (Appendix A) will be required by students and parents no later and submitted to the school of record no later than Wednesday, August 18, 2021.
7. A completed/signed Distance Learning Contract (Appendix C) will be required by students and parents no later and submitted to the school of record no later than Wednesday, August 18, 2021.

Student attendance is recorded daily in Infinite Campus based on Google Classroom log in and participation and completion of daily assignments. Students and parents are provided staff email addresses and the school telephone number. Parents are asked to contact the teacher of record to inform them of any sickness, family crisis, or other issue that would prevent their child from working online. The teacher will communicate regularly with the student and will address class progress, assignments, difficulties, and/or anything that might concern the student regarding the coursework. The online teacher will document each time the student makes contact, the teacher makes contact with the student, or when the teacher is in contact with the parent in Infinite Campus. The student and parent are able to check the student's progress in class by logging into by contacting the teacher. The Mineral County Distance Learning (MCDL) adheres to enrollment and attendance requirements as set forth in the Mineral County School District Attendance Policy.

NAC 387.131 School day in session. (NRS 385.080, 387.123)

1. Except as otherwise provided in this section and except for an alternative schedule approved pursuant to NAC 387.125, a school day in session must consist of the following minimum daily periods for each grade, including recess and time between activities, but not including the time allowed for lunch:

Grade	Period
Kindergarten	120 minutes
1 and 2	240 minutes
3 through 6	300 minutes
7 through 12	330 minutes

2. The minimum daily period for a program of special education is identical to the period for a regular grade unless an exception is permitted by a pupil's individualized education program.

3. The minimum daily period for an adult high school program, an alternative program, a program of distance education, a program of independent study or a program of instruction in a detention home is identical to the period for a regular grade unless the school district.

Mineral County Distance Learning (MCDL) students are **required** to be on campus during all school/state mandated testing days as applicable. The school site will notify students and parents of specific dates, times, and locations of testing prior to actual testing dates. 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 during the same testing window that all students are tested. Should students not be in attendance, they will be considered truant. Unless excused by a parent or guardian for illness or other factors that prevented them from attending school, appropriate action will be taken against the student and parent. 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.

Secondary Students (Grades 7-12)

The Mineral County Distance Learning (MCDL) utilizes Edgenuity as its online learning program for students in grades 7-12. Edgenuity is a state-approved learning network curriculum that provides instruction and assists in academic monitoring in several ways: provides course objectives, a syllabus of work assignments, tests, grades, and a record of student time spent on coursework.

Secondary educational programs utilizing online curriculum are inherently competency-based programs. Secondary 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.

Secondary students must complete and have on file a Plan of Study in the PLP section of Infinite Campus. Considerations when building the plan include, but are not limited to:

1. Students will be scheduled into a minimum of 6 courses (4 for seniors who are on track to graduate and meet the requisite GPA requirement pursuant to Assembly Bill 117) A waiver form is available from the counselor and must be signed and approved by the counselor, principal, and the superintendent.
2. Students will have one full semester to complete all current coursework. Should a student not complete the course in that time, must request a 3 week extension from the counselor. At the

end of the 3 weeks, the teacher will determine how to mark the course (incomplete, etc.) .

3. It is imperative for students and parents to check progress in Edgenuity on a regular basis. The "Daily Goals" show how much time a student needs to be working in that course each school day. The percentages show how much of the course should be completed as of a certain date and the "Est. Time Remaining" is how many hours are left to complete the course. Edgenuity generates a weekly progress report to parents every Monday afternoon. Additional progress and tracking tools are available through the Edgenuity Family Portal:
<https://auth.edgenuity.com/Login/Login/Family>.
4. Students are expected to communicate with the teacher by phone, by email, or face-to-face via Google Meet at least one time per week (set by Distance Learning Teacher). A detailed record of all student/teacher communication will be maintained through the Infinite Campus Contact Log.
5. Students are expected to participate in all state and district-wide testing and some may be required in person.
 - Measurement of Academic Progress (MAP)
 - Smarter Balanced (SBAC)
 - End of Course (EOC)
 - ACT
 - PSAT
 - ASVAB
6. School staff (assigned Distance Learning Teacher) will also require students to participate in the following:
 - Face-to-face contact (via weekly Google Meet set by teacher)
 - Goal setting and remediation
 - Career counseling
7. Students receiving special education services may attend face-to-face sessions if required (via Google Meet) with their special education teacher of record as required by their IEP.
8. A completed/signed Online Learning Contract (Appendix B) as well as a Mineral County School District Distance Learning Contract (separate document) will be required by students and parents each year.

A minimum of six classes are assigned for students in grades 7-11, and a minimum of four classes for students in grade 12 (depending on student status as related to AB117 and proper submission of course exception form). Required classes and elective classes are identified and assigned as needed to satisfy promotion and graduation requirements. Students are issued a username and password for Edgenuity and must log into all classes the first week of school (or the first week that the student is enrolled in the online program). Edgenuity courses are semester-long courses (.5 credit). Once students have been assigned courses, they must complete all assigned lessons, essays, tests, etc. to receive credit for course completion. Online teachers may provide alternate assignments or assessments to provide students the opportunity to demonstrate mastery of course standards.

NAC 387.131 School day in session. (NRS 385.080, 387.123)

1. Except as otherwise provided in this section and except for an alternative schedule approved pursuant to NAC 387.125, a school day in session must consist of the following minimum daily periods for each grade, including recess and time between activities, but not including the time allowed for lunch:

Grade	Period
Kindergarten	120 minutes
1 and 2	240 minutes
3 through 6	300 minutes
7 through 12	330 minutes

2. The minimum daily period for a program of special education is identical to the period for a regular grade unless an exception is permitted by a pupil's individualized education program.

3. The minimum daily period for an adult high school program, an alternative program, a program of distance education, a program of independent study or a program of instruction in a detention home is identical to the period for a regular grade unless the school district:

Student progress is monitored on a weekly basis through Edgenuity. Students who repeatedly attempt lessons and fail, who have not been actively engaged, who have not made contact with the teacher of record, or who have not been meeting deadlines are contacted by the online teacher to ensure student success in the program. If weekly progress is not made, the student may be required to have an intervention meeting with the online teacher. If improvement is not made within 10 school days, the teacher will contact the parent for an intervention meeting. If the intervention does not result in adequate academic progress by the second attempt, the online teacher will notify site administration.

Progress reports are calculated on progress towards completion of the coursework outlined in the course timeline. Final grades are calculated via the Edgenuity program, including the cumulative exam, and will be recorded in Infinite Campus. Students will be provided two opportunities to pass the cumulative exam. If the student does not pass the class with a 60% or better, the student does not earn credit and receives an "F." In special circumstances, students may receive a NC (No Credit) or I (Incomplete) to extend their completion of the course content and standards beyond the traditional grading windows.

For the purpose of attendance, Mineral County Distance Learning (MCDL) students must login in to Edgenuity every school day and complete a minimum of 20 active session hours per week (an average of 4 5 hours 4 days. Edgenuity courses are self-paced and self-directed. Students must be motivated and exhibit excellent time management skills to successfully complete the courses. They should set regular, dedicated time to working on classes each school day. A regular accrual course requires 40-60 total hours to complete in a semester. Most honors courses require 80 hours of work and AP level courses require 140-180 hours. The progress report shows a "Daily Goal", which is the amount of time that a student needs to work on that course every school day (M-Th) to complete. Working only a few hours a day on Edgenuity will not afford enough time to complete the courses. Students and parents are provided staff email addresses, and parents are asked to contact the teacher of record to inform them of any sickness, family crisis, or other issue that would prevent their child from working online. Student attendance will be recorded in Infinite Campus. The teacher will communicate regularly with the student and will address class progress, assignments, difficulties, and/or anything that might concern the student regarding the coursework. The online teacher will document each time he/she makes contact with the student or when he/she is in contact with the parent in Infinite Campus. The student, parent, and online teacher are able to check the student's progress in each class by logging into the Edgenuity program. Reports of student activity (or inactivity) can be printed at any time for verification and attendance. The Mineral County Distance Learning (MCDL) adheres to all NAC and NRS enrollment and attendance requirements as well as

MCSD's attendance/truancy policy. Edgenuity courses are self-paced and self-directed.

Mineral County Distance Learning (MCDL) students are **required** to be on campus during all school/state mandated testing days as applicable. 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. Should students not be in attendance, they will be considered truant. Unless excused by a parent or guardian for illness or other factors that prevented them from attending school, appropriate action will be taken against the student. 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.

Mineral County District Learning (MCSD) students' extracurricular activity and eligibility will be determined as follows:

- Students who participate in extracurricular activities must be enrolled as a full-time student.
- Students must be passing their courses with an overall grade of 60% or higher based on progress and tasks that should be completed and maintain passing grades in both academics and citizenship.
- 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. Edgenuity uses Actual Grade for grade checks.

**Mineral County School District
Mineral County Distance Learning
(MCDL) - Elementary Contract**

Student Name	Date
Student ID Number	Grade
Student Cell Phone #	Date of Birth
Parent/Guardian Name	Parent email
Parent Cell Phone #	Parent Work Phone #

Our signatures below acknowledge that we have reviewed the Mineral County Distance Learning Handbook and we understand and agree to the following:

1. Parents must ensure students have a computer with internet access to use Google Classroom, IXL, and other online applications.
2. Parents must ensure students log in to Google Classroom daily for attendance and participate daily in online platforms as designated by the teacher independently or with parent/guardian support as needed. Parent must notify the teacher or school if/when the student is unable to attend.
3. Parents are expected to provide guidance/support to students who are unable to work at home independently.
4. Full-time Distance Education elementary students must have an adult at home readily available to support their learning.
5. Parents and students understand this agreement is for one full term and will not be modified until the beginning of the next term in order to reduce disruptions to the educational process of both in person and distance learning students.
6. Students are graded based on mastery of standards and participation.
7. Students must complete daily assignments and must complete their own work. Students who do not complete their own work may be dismissed from the online program.
8. Students receiving special education services will attend face-to-face sessions (via Google Meet or In-person) with their special education teacher of record as required by their IEP.
9. If no academic progress is being made, even after teacher and administrative interventions, the student will be removed from the program and be required to attend classes in person.
10. If the student has 2 or more Fs for three weeks, the student will be removed from the program and be required to attend classes in person.
11. If student absences exceed 10% of the required instructional days, even after teacher and administrative interventions, the student will be removed from the program and be required to attend classes in person.
12. Intentional damage or failure to maintain and clean the chromebooks or any school property is prohibited; any cost of damage or replacement is the responsibility of the parent/guardian up to a total cost of \$500.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Mineral County School District
Mineral County Distance Learning - Secondary Contract

Student Name	Date
Student ID Number	Grade
Student Cell Phone #	Date of Birth
Parent/Guardian Name	Parent email
Parent Cell Phone #	Parent Work Phone #

Our signatures below acknowledge that we have attended Distance Education orientation or we have accessed the Edgenuity Orientation and we understand and agree to the following:

1. Students must have a computer with internet access to use Edgenuity and other web-based supports.
2. Students are required to login to Edgenuity each school day
3. Students are expected to work on their courses a minimum of 2-3 hours per day for each course 5 hours per day), four (4) days per week (about 10 hours per week per course).
4. Students are required to complete a minimum of 20 active session hours per week and demonstrate weekly progress in courses or meet "Daily Goals" set in the progress report section for each subject of Edgenuity.
5. Students understand that some classes may take more than ten (10) hours per week, depending on individual student reading and comprehension skills.
6. Students are expected to meet with the online lead teacher weekly via Google Meet (set by the teacher).
7. Students receiving special education services will-may attend face-to-face sessions if required (via Google Meet) with their special education teacher of record as required by their IEP.
8. Students must begin a course within the first week of enrollment or a student may be dropped from the program.
9. Students must make weekly progress according to the Plan of Study, assignments and/or percent progress. It is the student's responsibility to manage time and progress.
10. Grades for the courses will be determined in a competency-based manner, with assessments and tasks related directly to the content standards for the course and as required by Nevada State Standards.
11. If no progress is being made, the school representative, student, and parent will meet to discuss interventions needed.
12. Student course grades are not recorded for the semester until all tasks and assessments are completed satisfactorily or after the first three (3) weeks at the beginning of the next semester.
13. Students must complete their own work and understand that plagiarism is forbidden. Students who do not complete their own work or who plagiarize may receive a zero and be dismissed from the online program.
14. Students must meet all eligibility requirements to participate in sports and other activities. Eligibility checks are based on progress in courses. If progress is not at the proper level, the student is deemed ineligible.
15. Intentional damage to the computers or any school property is prohibited; any cost of damage or replacement is the responsibility of the parent/guardian and student up to a total cost of \$500.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Mineral County School District Distance Learning Contract

_____ I understand that if I fail to participate and make adequate progress in any one of my classes it could negatively impact my attendance and lead to truancy, and may result in a failing grade for the course.

_____ I understand that it is my responsibility, as a student, to take an adequate amount of notes in my classes in order to be successful. It is also my responsibility, as a student, to communicate with my teacher should an issue arise concerning one or more of my classes.

_____ I understand that I must successfully complete my courses, with passing grades, in order to be able to move to the next grade level/graduate and remain in Distance Learning.

_____ I understand that I will be required to take state and federal assessments (including MAPS, SBAC, WIDA, ACT, and EOCs). I understand I will need to come to the school in person to take these assessments.

_____ I understand that all work assigned in any course is expected to be turned in by the due date assigned. All assigned work is considered in determining final grades.

_____ I understand that classes will **not** be extended into the next semester. **All grades are final at each semester's end.**

_____ I understand I must meet all the above requirements to maintain my enrollment in Distance Learning. If I fail to meet the above requirements, my Distance Learning may be revoked.

Student Signature

Date

Parent/Legal Guardian Signature

Date

School Administrator Signature

Date

STUDENT/FAMILY: KEEP THIS REFERENCE PAGE

****IMPORTANT**** Edgenuity Information

August 2021

Edgenuity Log-in

Students log into Edgenuity through the MCSD website. There are hyperlinks located on the MCSD main page. Students should log in with the same username and password that they use to access a MCSD computer. There is a password reset hyperlink on the MCHS website if a student has forgotten their password. Google Chrome is the best browser for logging into Edgenuity. If students have any technology issues that prevent them from logging in or working on assignments, they should contact their distance learning teacher right away for assistance. Please do not wait to reach out about technology constraints or log-in issues.

Attendance

To be counted present each school day, students need to log into Edgenuity before midnight, Monday through Thursday. Attendance is not taken on weekends or school holidays.

Succeeding in Edgenuity

Edgenuity courses are self-paced and self-directed. Students must be motivated and exhibit excellent time management skills to successfully complete the courses. They should set regular, dedicated time to working on classes each school day. A regular accrual course requires 40-60 total hours to complete in a semester. Most honors courses require 80 hours of work and AP-level courses require 140-180 hours. The progress report shows a "Daily Goal", which is the amount of time that a student needs to work on that course every school day (M-TH) to complete it by the end of the semester. Working for only a few hours a day on Edgenuity will NOT afford enough time to complete the courses.

It is also important for students to be actively engaged in the material while watching the class videos. They need to focus on the material and take detailed notes. If students try to play the class videos in the background or multitask, it will be difficult for them to grasp the content and pass the quizzes and exams. Edgenuity tests are challenging. Students are allowed to use

handwritten notes while taking their tests, so the better notes they take, the greater likelihood that they will score well on their tests. Students are allowed to attempt a test three times to earn a passing grade, which is 60%.

Assignments

Students need to put forth their best effort on all assignments. Written assignments are graded by teachers, not the computer. Turning in a blank study guide or a document not related to the course will result in an automatic grade of zero on that assignment. Students are encouraged to write and save their answers in a Microsoft Word document and then cut and paste the individual answers into the Edgenuity assignment. This will give students a backup copy of their written work and also enable them to spellcheck their work and check for grammar and punctuation, which is factored into grading. Students may also submit assignments using Power Point or they can take a picture of their work and submit it as a JPEG. ZIP Drives can NOT be opened.

If a student has a question about a particular assignment, they need to include the name of the course, unit, and assignment title when they email their distance learning teachers about it. The teachers cannot locate the assignment in question without this information.

Deadlines

Edgenuity builds “deadlines” into each unit/assignment. These are NOT hard and fast deadlines. They simply serve as recommended guidelines for helping students stay on track with the courses. Please do not let these arbitrary deadlines become a source of stress. It is more important to keep track of a student’s “Daily Goals” and percentage progress, not the assignment deadlines.

Progress

It is imperative for students and parents to check progress in Edgenuity on a regular basis. The “Daily Goals” show how much time a student needs to be working in that course each school day. The percentages show how much of the course should be completed as of a certain date and the “Est. Time Remaining” is how many hours are left to complete the course. Edgenuity generates a weekly progress report to parents every Monday afternoon. Additional progress and tracking tools are available through the Edgenuity Family Portal:

<https://auth.edgenuity.com/Login/Login/Family>. Please email your student’s guidance counselor or distance learning teacher to request your personal activation code to use this useful progress tracking tool.

Important Dates and Grading

All Edgenuity coursework must be completed by [redacted] and final exams by [redacted]. Students may take finals anytime between [redacted], or whenever they finish a course before [redacted]. There is no penalty for finishing a course early. In fact, it is encouraged. As soon as a student completes a course in its entirety, they can take the final. In order to pass a course, students need to earn a combined average grade of 60% on all assignments, projects, quizzes, unit tests, and the final exam.

Distance Learning Teacher Contact

The JHS/MCHS distance learning teacher grades and unlocks assignments and responds to questions and emails during regular school days Monday-Thursday 7:00 am–4:00 pm. If a student is waiting for an assignment to be unlocked or graded outside of school hours, they should work on other courses. If a student or parent has any questions or concerns, please email the student's distance learning teacher: [insert email address](#)