


Standard Operating Procedure

Subject: School-Based Use of Edgenuity (not Credit Recovery)	Effective Date: December 23, 2021	Page 1 of 2
	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	

- I. **Purpose:**
To establish guidelines for school-initiated use of Edgenuity software, most commonly associated with the District’s “Credit Recovery Program,” for other, non-Credit Recovery-affiliated uses.

- II. **Authority:**
The Superintendent of Schools or Deputy Superintendent

- III. **School-Based Uses of Edgenuity (Not Credit Recovery):**
The following are types and breakdowns of school-based uses of the Edgenuity software program. All district placement requests will follow the process below and adhere to the enrollment periods. Schools (under the leadership of Principals and their designees) are responsible for all aspects of non-Credit Recovery use of Edgenuity.
 - a. **Supplemental**
 - Grade Remediation
 - Open to active 11th and 12th graders
 - Applicable to Failures for completed marking periods of the current school year (only First, Second, and Third marking periods are eligible).
 - Recommended use: For each/any marking period failure, no less than 25% of an entire Edgenuity course should be completed, at no less than 63% content mastery – as tracked on the Edgenuity platform. Completion as described above would permit existing grade/failure to be raised one letter grade.
 - Grades must be submitted according to timelines and protocols per the school’s Assistant Superintendent.
 - Classroom Activities and Enrichment
 - Teacher Vacancy
 - Must be temporary and request must include exit strategy(ies), a targeted end-date, subject to approval of school’s Assistant Superintendent
 - A properly certificated/endorsed Teacher of Record, per the content area of the course, must be responsible for assigning work, overseeing use, and inputting student grades (progress reports, marking period, and/or final grades).
 - Teacher Vacancy requests are only approvable for one-month. Thereafter, requestor must resubmit for additional time/usage, as approved by Assistant Superintendent and Director of Secondary Education.

b. Initial Credit

- Utilized when a student is taking a class for the first time
 - Requests outside of currently-enrolled Seniors considered only under District protocols/procedures for Early Graduation
- Course needs to be formally reflected – per MIS guidance - and have a teacher-of-record assigned, who is appropriately certificated/endorsed per content/subject requirements
- 100% of Edgenuity course needs to be completed at no less than 63% overall score. District grading policy determines final grade.
- Arrangements must be made by School with MIS and Guidance/Scheduling to ensure this course is reflected on student's active schedule (as well as transcript) with appropriately certificated/endorsed teacher.

IV. Terms and Conditions:

- a. Each high school, at the leadership of its Principal, shall provide the names and email addresses of their school-based "Edgenuity Team;" the Edgenuity Team – teachers and administrators designated as such by the Principal, as well as each Principal and Vice Principals, will be provided Edgenuity log-in credentials.
- b. Edgenuity Teams will be provided Professional Development opportunities, in which they will learn the features of Edgenuity, but not limited to, initial course creation and naming, rostering, troubleshooting, accommodations, and student log-ins. At least two school representatives on the Edgenuity Team should participate in an Edgenuity PD session, and serve as point-of-contact for all the school's non-Credit Recovery Edgenuity-related inquiries.
 - Limited Professional Development dates will be circulated to Principals and Cabinet
- c. School Administrators and Teachers not-associated with the District's Credit Recovery Program shall not utilize or interact with any Edgenuity Credit Recovery course (e.g. courses with "CR" in the title).
- d. All school-based uses of Edgenuity shall require the creation of new courses, with specific naming conventions which shall not be confused with students' Credit Recovery courses.
 - Naming Convention shall be as follows:
 - For Supplemental uses: "SUPP_SCHOOLABBREV_CourseTitle"
 - For Initial Credit uses: "IC_SCHOOLABBREV_CourseTitle"
- e. Principals and administrators acknowledge faculty use of this program, in any form, does not entitle them to additional compensation.

V. Request and Approval Process:

- a. The school, via Principal or administrative designee, must request access to Edgenuity via the circulated Google Form.
Google Form link: <https://tinyurl.com/edgenuityPPS>
The Google Form will be reviewed and require approval by their Assistant Superintendent and Director of Secondary Education. The requested information in the Google Form will include the circumstances of the request, the type of use (as described above), and any available or pertinent information about the student or students.
- b. Once reviewed and approved by all recipients, the Director of Secondary Education will arrange for the school's access, and provide instructions to initiate use.

VI. Dissemination:

District Administrators and Administrative Employees.