Meridian Public School District Online Learning Handbook 2021 - 2022

The Meridian Public School District provides online learning opportunities for students to earn first time credit in select Mississippi Department of Education (MDE) approved online courses and for students who need to recover approved course credits in order to graduate high school. Students who are approved for first time credit online or credit recovery online will be enrolled in the Grade Results online learning platform. Grade Results is an engaging standard based computer software program that contains courses aligned to the Mississippi Curriculum Framework. Parent/guardians and student can find information about the availability of online learning courses through their school counselor.

Credit Recovery

MPSD provides students the opportunity to recover approved course credits in order to graduate high school. Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive high school course credit. Students will be allowed to complete credit recovery for courses failed in The Meridian Public School District.

Students may not enroll in a credit recovery online learning course without prior approval. Students must have had a grade of 50 or above in the course to participate in a credit recovery course (Board Policy IDCAB). Credit recovery cannot be used by a student who has passed the course to improve the students assigned course grade. A credit recovery enrollment form must be completed and signed by the student's parent/guardian, counselor, and principal. Once the student has been approved for credit recovery, the student course will be created in Grade Results and the counselor will receive student login instructions. Counselors in collaboration with a teacher certified in the course content are responsible for identifying and listing needed competencies on the credit recovery enrollment form.

Credit recovery online learning in Meridian Public School District is designed for students who have failed a required course for graduation and need to recover the credit. Only a limited number of courses are provided for credit recovery and students may not enter credit recovery courses in which they have not passed the required Mississippi end of course assessment, unless the student has met alternate end of course assessment graduation options.

Procedures:
- The student and parent/guardian will meet with their school counselor to determine if credit recovery is needed in order for the student to graduate high school.
- The student and parent/guardian will complete the credit recovery online learning enrollment form and return the completed form to the school counselor. The counselor will sign and get principal approval before submitting to the district office.
- If the credit recovery is approved at the district level, the course needed for credit recovery will be created in Grade Results and the counselor will provide the student login. The counselor will assist the student with logging into the program.**The credit recovery course must be completed in nine weeks with 80% mastery.**
- **The student and parent/guardian will be provided a start date and completion deadline for the course.**
- All parties must agree to the terms of the Meridian Public School District online learning policies and procedures. **The signed and approved credit recovery online learning enrollment form and the end of course grade report must be included in the student's cumulative folder.**

Course Instructions/Grading Policies

- Students enrolled in a credit recovery online learning course may be monitored by a school facilitator and assistance will be provided as needed. It is the student's responsibility to complete the credit recovery online coursework by the end of course date and to request assistance when needed.
- The grading scale for credit recovery online coursework will follow the Mississippi Department of Education *Rule 28.5 Credit Recovery Policy*. A student who selects credit recovery to earn a Carnegie unit may only earn the minimal passing grade on the district's grading scale.
- When the student has mastered 80% of the required coursework standards within Grade Results with a passing grade, the student will receive a passing grade on the student transcript equal to the lowest passing score for the district.
- Students who do not complete the credit recovery online Grade Results coursework prior to the assigned end date will receive a failing grade. They may re-enroll in the course at the principal's discretion.
- The final grade will be included in the cumulative grade point average and will be posted on the student's permanent record.
- See Policy Code IDCAB for additional information.

Academic Honesty/Network Usage

Students are required to adhere to all district policies regarding acceptable use of the network and technology. Students are responsible for exercising appropriate and ethical behavior at school and home. Academic honesty is an important part of an online learning course. Cheating, plagiarism, or collaboration is not allowed when completing online learning. Students who violate the academic honesty or network usage policies will be dismissed from the online learning program.

Course Supplies and Fees

Online first-time credit and credit recovery Grade Results courses completed during the summer school session may be subject to summer school tuition fees.

Meridian Public School District Application for Credit Recovery 2021-2022

_____   _____   _____

STUDENT LAST NAME   STUDENT FIRST NAME   SCHOOL

_____   _____   _____   _____

STUDENT MSIS   GRADE   GRAD. COHORT   STUDENT EMAIL

_____   _____   _____

PARENT/GUARDIAN NAME   PARENT PHONE NUMBER   STUDENT DOB

_____

Credit Recovery Class Needed

Reason Needed:_____

_____   _____   _____

Date of Original Class   Final Grade   Grade earned by 9 weeks 1st/2nd/3rd/4th

_____   _____

Original Class Taken   Target End Date for CR

_____

Standards/Objectives Needed for Mastery

CRITERIA FOR RECEIVING CREDIT THROUGH ONLINE CREDIT RECOVERY

• Students must submit a Credit Recovery application that has been signed by the student's parent/guardian, counselor, and principal. The form should be submitted to the Curriculum Department for final approval.

• Cheating, plagiarism, or collaboration is not allowed when completing online course work. Students who violate the academic honesty or network usage policies will be dismissed from the online learning course.

• Credit Recovery courses completed during the academic year are at no cost to the student. Credit Recovery completed during the summer school session will be subject to summer school fees.

• Online credit recovery is designed for students who have failed a required course in the Meridian Public School District and need to recover the credit in order to graduate with their graduation cohort.

• When the student has mastered the required coursework standards at 80% completion within Grade Results with a passing grade, the student will receive a grade equal to the lowest passing score (60) for the district on the high school transcript..

• See the online learning handbook for all policies and procedures related to online learning.

CREDIT RECOVERY PARENT AGREEMENT

_____ (Initial) I give the school permission to enroll my child in the credit recovery course outlined in this letter.

_____ (Initial) I understand that per MPSD policy my child will receive a "60" on their transcript for this course.

_____ (Initial) **I understand that failure to complete the online learning course by the deadline will result in a failed grade that will be included on the high school transcript, calculated in the GPA, and if needed for graduation, could delay graduation.**

_____   _____   _____   _____

PARENT SIGNATURE   DATE   STUDENT SIGNATURE   DATE

_____   _____   _____   _____

COUNSELOR SIGNATURE   DATE   PRINCIPAL SIGNATURE   DATE

FOR DISTRICT OFFICE: DATE RECEIVED: _____ INITIAL: _____

APPROVED: YES OR NO _____

STUDENT START DATE: _____ TARGET END DATE:_____

First Time Credit

MPSD provides students the opportunity to take online courses and earn first time credit for select courses. MDE approved first time credit online courses may be found on the MDE website.

Students must complete an application and have parent, counselor, and principal approval before being submitted to the curriculum department for approval. ***Students may not enroll in an online course for first-time credit if the course has a required statewide assessment, unless they received an F in the course.***

Procedures:
- The student and parent/guardian will need to complete the eLearning first-time credit course request form and return the signed form to the school counselor for counselor and principal approval.
- After the counselor and principal have approved the form, it will be submitted to the district office for approval.
- Counselors should notify the student that they have enrolled in the course and share the login information the student will need to log into Grade Results and complete the full course at the student's pace and time.
- The completion deadline for all first-time credit online learning will be one week before the end of the school year. **Only Seniors** will be allowed to complete the course during summer school. Any work not completed by this time will receive a zero and Grade Results actual grade earned will be listed on the transcript and calculated in the GPA.
- All parties must agree to the terms of the Meridian Public School District online learning policies and procedures. The signed and approved first time credit online learning enrollment form must be included in the student's cumulative folder, along with the final grade report from Grade Results.

Course Instructions/Grading Policies:
- It is the student's responsibility to complete the first-time credit online coursework by the end-of-course date.
- The grading scale for first time credit online learning course work will follow the Meridian Public School District grading scale.
- Students must complete 80% of the course, and all assignments must be graded. The grade assigned will be the overall grade according to Grade Results and based on all assignments, essays, and projects. Any assignments, essays, and projects not completed will receive a zero.
- Students may not withdraw or drop a first-time credit online Grade Results course.
- Students who do not complete 80% of the first-time credit online Grade Results

coursework prior to the assigned end date will not receive credit for the course.
- The final overall grade will be included in the cumulative grade point average and will be posted on the student's permanent record.

Meridian Public School District Application for First Time Credit 2021-2022

_____   _____   _____
STUDENT LAST NAME   STUDENT FIRST NAME   SCHOOL

_____ _____ _____   _____
STUDENT MSIS   GRADE   GRAD. COHORT   STUDENT EMAIL

_____   _____   _____
PARENT/GUARDIAN NAME   PARENT PHONE NUMBER   STUDENT DOB

_____   _____
COURSE NAME   COURSE CODE

Reason first time credit is needed:
_____

A list of the courses offered can be requested from the school Academic Counselor. Student applications must have parent, counselor, and principal approval before being submitted to the district office. Cheating, plagiarism, or collaboration is not allowed when completing online learning. PLEASE SEE THE ONLINE LEARNING HANDBOOK FOR ALL POLICIES AND PROCEDURES.

AGREEMENT: My student _____ is choosing to take an online course. The student and his/her parent/guardian have read the online learning handbook and hereby agree to abide by all policies and conditions. All parties understand the online course is based on the actual grade earned in Grade Results and will be listed on the student's transcript and factored into the student's GPA. Students cannot drop or withdraw from an online course. All courses must be completed one week prior to the end of the school year or the actual grade at that time will be recorded.

_____ _____
STUDENT SIGNATURE   DATE

_____ _____
PARENT SIGNATURE   DATE

_____ _____   _____   _____
COUNSELOR SIGNATURE   DATE   PRINCIPAL SIGNATURE   DATE

FOR DISTRICT OFFICE: DATE RECEIVED: _____ INITIAL: _____

APPROVED: YES OR NO _____

STUDENT START DATE: _____ TARGET END DATE:_____