



ADMINISTRATIVE PROCEDURE

EDUCATIONAL ONLINE PROGRAM

AP 5182

Effective Date: July 1, 2024

- I. **PURPOSE:** To provide systemic guidelines regarding the high school Educational Online Program for Prince George's County Public Schools.
- II. **BACKGROUND:** This procedure outlines program requirements, grading policies and timelines to assist schools with the implementation and monitoring of the school based online programs. Adherence to information described herein will support the fidelity of programs within Prince George's County Public Schools and the alignment of Educational Online Program academic support, data collection and grading and reporting.
- III. **DEFINITIONS:**
 - A. **Blended Learning:** Combination of classroom and online learning, in which students can, in part, control the time, pace, and place of their learning.
 - B. **Blended Learning Online Original Credit:**

Credit bearing courses that students take for the first time to receive original credit. Digital curriculum provides teachers with standards-based instructional tools to deliver student-centered instruction with integrated formative, summative, and diagnostic assessment. Blended learning courses engage every student in active learning to develop critical thinking skills and prepares them for college and work.

Each course is a complete course of study with breadth of standards coverage, depth of instruction, and integrated formative and summative assessment. Each course is integrated with an extensive learning management system and Gradebook to empower teachers to monitor student progress, facilitate communication, support online submission of student work, provide formative feedback, and tailor course delivery to meet the unique requirements of each implementation. The flexible web-based reporting system provides students, teachers and administrators with real-time data related to student progress and performance.
 - C. **Blended Learning Online Repeat Credit Program:**

Credit bearing courses that students take for the course failed in a previous year or a course taken for the second time to receive a higher grade. Blended Learning Online program provides amazing flexibility in allowing students to continue their education by accessing coursework conducive to their individual schedules. It is important to note, however, that these courses follow an accelerated schedule, weekly assignment deadlines, regular participation, and are as rigorous as an actual high school classroom. It is imperative that students remain self-motivated, disciplined, and consistent within registered course(s) to ensure that all assignments and requirements are completed on time.

- D. **Content Area Lab**: Students are placed in classes with subject certified and highly qualified teachers in the content area of the class. These teachers facilitate instruction, utilize reporting tools to identify areas of student weakness, and develop instructional interventions including small group and individual direct instruction. This teacher is also the teacher of record, grades all teacher scored activities, and issues grades.
- E. **Instructional Times**: The amount of time students work at home in the courses. Students are required to participate in **mandatory attendance** which is scheduled in a **site-based** computer lab for proctoring of exams and progress monitoring either during school or in a before or after school setting.
- F. **Mixed Virtual Lab**: Students are placed in classes with an adult mentor who facilitates instruction, utilizes reporting tools to identify student progress, and ensures continued movement through the course.
 - (1) The facilitating mentor will oversee student progress in class.
 - (2) A subject certified teacher will grade teacher scored activities, be the teacher of record, issue a final grade, and review student course completion.
- G. **Pramming**: Entering subjects, grades, credits, test information, unit summary and summary of attendance into a student's records and for purposes of dual enrollment.

IV. **PROCEDURES**

PROCEDURES FOR REGISTRATION

A. **Original Credit**

Students are required to complete the prerequisite courses prior to enrolling in the

EOP original credit course. Approval from the principal is required for student participation in the program.

B. Registration and Payment

Schools will utilize the Educational Online Program Registration Form that is provided via both paper and electronic format. Students will complete the paper-copy registration form to turn in with the program fee of \$150.00 in a certified check or money order payable to the school. Participants may use MySchoolbucks as well.

School Coordinators will complete the online registration form for each student that enrolls in the program. Regional Coordinators will utilize the information from the registration form to proceed with adding students to the platform. Once the students and teachers are added to the platform, the Regional Coordinator will notify the School Coordinator with the account information in order to login into the platform.

C. Fee Waivers

- (1) Administrative Waivers** - If a school's EOP & Administrative Team petition to waive a student from the financial obligations of a desired credit, the EOP Site Coordinator must keep record of written documentation illustrating the reason and approval of the waiver.
- (2) FARM Students** - FARM students must complete a tuition waiver form and submit a discounted 25% of the original fee. During the regular school year program FARM students pay a course tuition of \$112.50. Forms are also available for the EOP Summer Program (\$225.00 → \$168.75). Payment plans are permitted.
- (3) Homeless Students** - If a school cannot waive or financially cover a homeless student in need of a credit, the PGCPs Homeless Office will cover up to two (2) credits for graduating seniors, and up to one (1) credit for 9th-11th graders. Please forward all registration documentation to the Homeless Office for processing.

GRADING POLICY

A. Repeat Credit Grading Policy

- (1)** Students must complete all assigned course(s) by the last day in which grades are entered in the grade book for the semester in which they are enrolled. All grades must

be entered in the Student Information System (SIS) on the last day of the grading window.

- (2) Students **must complete 100% of assigned work with a mastery score of 60% or higher in order to earn a credit.**
- (3) The grade from the course will be recorded on the student's transcript and the student will receive credit for the course. This grade does not replace the original grade received in the course, but it is factored into the student's cumulative grade point average. Grades will be recorded on the transcript by the district based on the grade entered into the SIS.
- (4) **Repeated course for higher grade:** If a student wants to repeat a course for a higher grade, school personnel must go into the SIS and set the first course's earned credit to zero, attempted credit to zero, and the flag to exclude to "yes," then the first course is excluded from the GPA. The grade and the course remain on the transcript. The higher of the two grades will be the grade of record. (Note: If the second attempt is a lower grade than the first attempt, school personnel will change the credit back to the first attempt for the course and the flag for the second attempt to "Yes" so that it is excluded from the GPA.)

B. Grade Reporting

Fall Semester:

- (1) The teacher of record will **not** enter a grade for 1st quarter progress report, 1st quarter report card, or 2nd quarter progress report.
- (2) The teacher of record will enter an override grade as the 2nd quarter report card grade during the grading window. This will become the final grade for the class. ***No pramming is necessary.***
- (3) Site Coordinators will complete the EOP Progress Report Form for each student to provide an update on the course status to parents.

Spring Semester:

- (1) The teacher of record will **not** enter a grade for 3rd quarter progress report, 3rd quarter report card, or 4th quarter progress report.
- (2) The teacher of record will enter an override grade as the 4th quarter report card grade during the grading window. This will become the final grade for the class. ***No pramming is necessary.***
- (3) Site Coordinators will complete the EOP Progress Report Form for each student to provide an update on the course status to parents.

SCHEDULING

The options listed below are for previously failed or original credit courses. Schools should refer to the steps during the development of the Educational Online Program.

A. Scheduling for Before and After School Program

1. Student Apps will add an 8th Period to all high schools (***except Eleanor Roosevelt High***).
2. Student Apps will add a 12th period to Eleanor Roosevelt High.
3. The school's Master Scheduler will use the course numbers specifically created for Blended Learning.
4. The school's Master Scheduler should create class sections with term code S2 with meeting pattern during 8th period (12th period for Eleanor Roosevelt High) on A day and B day.
5. The class should be added to the student's schedule with an assign date that will be established by Student Applications and Educational Online Program Office.
(Schools have to obtain approval from the EOP Office for a student to enroll in more than one course.)
6. The content teacher (providing 20% of instruction) should be assigned to the class section as the primary educator to enter grades.

7. The school's EOP coordinator should be assigned to the class section as an additional educator to enter grades.
8. Attendance:
 - a. Attendance will be recorded.
 - b. Identified course numbers will not appear on attendance reports.

B. Scheduling for Day School Program

1. The school's Master Scheduler will use the course numbers specifically created for Blended Learning.
2. The school's Master Scheduler should create class sections with term code S2 with meeting pattern during 8th period (12th period for Eleanor Roosevelt High) on A day and B day.
3. The school's Master Scheduler should create class sections of Enrichment HS (570520) during the school day (periods 1, 2, 3, 4, or 5) on A and B day.
4. The school's scheduling team should identify courses the student's schedule that are not needed for graduation and drop the necessary courses to create space for the Enrichment HS.
5. Enrichment HS should be added to the student's schedule during the period when the student will attend the educational online program. The class should be added to the student's schedule by the date established by Student Applications and Educational Online Program Office for each semester (Schools have to obtain approval from the EOP office for a student to enroll in more than one course).
6. The content course should be added to the student's schedule during 8th period by the date established by Student Applications and Educational Online Program Office for each semester (Schools have to obtain approval from the EOP office for a student to enroll in more than one course).
7. The content teacher (providing 20% of instruction) should be assigned to the Enrichment HS and content class sections, as the primary educator to enter grades.

8. The school's EOP coordinator should be assigned to the Enrichment HS and content class sections, as an additional educator to enter grades.
9. Attendance:
 - a. Attendance will be taken in Enrichment HS in the SIS.
 - b. Attendance will not be taken in the content class section in the SIS.
 - c. Identified course numbers will not appear on attendance reports.

C. Grading

1. The teacher of record will **not** enter any grades for Enrichment HS for progress report and quarter report card.
2. The teacher of record will enter an override grade (not a grade change) as for the 2nd (for a Semester 1 course) and 4th quarter (for a Semester 2) course report card grade for the content class during the grading window. This will become the final grade for the class. **No pramming is necessary.**
3. The teacher of record will **not** enter a grade for 3rd quarter progress report, 3rd quarter report card, or 4th quarter progress report for the content class.

EDUCATIONAL ONLINE PROGRAM ATTENDANCE POLICY

- A. **First 3 Absences:** The EOP School Coordinator/ Teacher will call and inform parent/ or guardian. The School Coordinator/ Teacher will document the parent contact on the school Google spreadsheet under the parent contact log tab.
- B. **Fourth Absence:** Student will be referred to the School Instructional Team and EOP School Administrator, school coordinator, and professional school counselor will have a meeting with the student to address the attendance concern. The School Coordinator will complete a warning letter to send home informing the parent/ or guardian that the student is in jeopardy of being withdrawn from the program. The School Coordinator will document the meeting and the warning letter on the school Google spreadsheet under the parent contact log tab.
- C. **Fifth Absence:** The School Instructional Team (SIT) will review the reasons for the absences and review any supporting documentation. The information will be used to determine if the student should be withdrawn or maintained in the EOP program. If the SIT team determines that a withdrawal is warranted, the school coordinator will complete a withdrawal letter provided by the EOP office and send it home. The Professional

School Counselor and EOP School Coordinator will notify student's parent/guardian of the withdrawal. The EOP School Coordinator will document the withdrawal letter on the school Google spreadsheet under the parent contact log tab and place a copy in the student's cumulative record.

- V. **RELATED PROCEDURES:** Administrative Procedure 5113, Student Attendance, Absence, and Truancy; and Administrative Procedure 5121.3, Grading and Reporting for High Schools, Grades 9 through Grade 12.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Educational Online Program Office and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This administrative procedure supersedes Administrative Procedure 5182, January 19, 2019.
- VIII. **EFFECTIVE DATE:** July 1, 2024