Innovation Centers & iHigh Dual Enrollment

Department of Online Learning

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Spring 2019 Dual Enrollment Seat Allocations

Student requests should not exceed a site's allocation. If requests exceed the site's allocation, students will be enrolled in order of priority using the student priority criteria.

School Site	ELA	MATH	HSS	WLD LANG	Non A-g Elect	Additional ELA or HSS	Total
Crawford-Innovation	70	35	65	5	5	18	198
Hoover- Innovation	70	35	65	5	5	23	203
Lincoln- Innovation	70	35	65	5	5	18	198
Morse- Innovation	70	35	65	5	5	16	196
San Diego- Innovation	70	35	65	5	5	23	203
Clairemont	35	20	20	15	3	7	100
East Village	5	2	2	5	1	0	18
Garfield	5	2	2	5	1	0	18
Henry	35	20	20	15	3	14	107
Home Hospital	5	2	2	5	1	0	18
Muir	5	2	2	5	1	0	18
Kearny	35	20	20	15	3	7	100
La Jolla	35	20	20	15	3	12	105
Mira Mesa	35	20	20	15	3	10	103
Mission Bay	35	20	20	15	3	11	104
Mt Everest	5	2	2	5	1	0	18
Pt Loma	35	20	20	15	3	4	97
Riley	5	2	2	5	1	0	18
SCPA	5	2	2	5	1	0	18
Serra	35	20	20	15	3	8	101
SD MET	5	2	2	5	1	0	18
Twain	5	2	2	5	1	0	18
UC	35	20	20	15	3	7	100

Enrollment Timeline Spring 2019

School Type	Last day to fill site allocations: Open spots released to other sites	Last Day to enroll in an AP course	Last Day to enroll First Time Credit	Last Day to Enroll CR
Traditional	2/8/2019	2/15/2019	4/1/2019	5/6/2019
4x4 Quarter 3	2/8/2019	2/15/2019	NA	NA
4x4 Quarter 4	NA	NA	5/6/2019	5/6/2019

Counselor Dropping Protocols

Site counselors maintain the authority to drop students from online courses within the following guidelines:

- First Time credit online courses including Advanced Placement courses must follow all the same procedures as outline in Administrative Procedure 4705:

  Students may drop a course without having an entry recorded on their cumulative grade history records if they drop the course within the first four to six weeks depending on the site's grading terms (quarter or semester).

  iHigh courses are on the traditional semester system, courses can be dropped without penalty up to the sixth week of enrollment. After the sixth week of enrollment students will be required to finish out the course and receive a final grade. Please contact the department of Online Learning for any drop requests after the six week enrollment mark.

- Credit Recovery courses can be dropped at any time without penalty.

Counseling and Site Admin Frequently Asked Questions

How do I know which students on my site have been enrolled in an Edgenuity course?
- PowerSchool System Reports- Student Enrolled in Edgenuity Courses

How do I know which students on my site have online course requests?
- PowerSchool System Reports- Student with Edgenuity Course Requests

How do I know how many allocations I have left in each subject area?
- Sites are responsible for keeping track of their own allocations. PowerSchool Systems Reports- Students Enrolled in Edgenuity, labels each enrollment with a subject area. The report can be utilized to monitor your sites enrollment. Site Admin and/or Head Counselors may also email the Program Manager, Online Learning Registrar, or Online Learning Counselor to receive their current count.

How long does it take for a student's course to show up in Edgenuity?
- Please allow 24hrs from request for courses to be enrolled via PowerSchool and show up in Edgenuity. PowerSchool and Edgenuity Sync at 6am, 9am, 12pm, 3pm, and 6pm. For example if you request a course at 3pm on Tuesday, most likely they will not be enrolled in PowerSchool until 7:30 am on Wednesday. The course would not show up in Edgenuity until the sync at 9am. If there are a lot of enrollments on a particular day, an enrollment may not happen in PowerSchool until after 9am, meaning they will not show up in Edgenuity until 12pm.

I have a student enrolled in an Edgenuity course. It has shown on their PowerSchool schedule for more than a day, but they do not show up with a course in Edgenuity, what do I do?
- Email the Program Manager of Online Learning

How do I check on a student's progress?

- Speak with the student's Lab Coach or log into Edgenuity and review the student's progress report.

I have a teacher, counselor, or administrator who does not have access to Edgenuity, who do I contact?

- Email the Program Manager of Online Learning

What if a student finishes a course before the end of the semester or quarter, how do they get enrolled in their next course?

- Once a student finishes a course, the 8155 lab coach should notify the Teacher of Record by email to finalize and post the grade. The student will be dropped from that course and enrolled in the next course requested by the counselor. It is recommended that students plan for no more than 2 courses in a semester (or quarter if enrolled in a 4x4 school)
- Coursework on average is 60 hrs. of instructional time

Why do all students have to be an 8155 Lab in order to take a course? Historically this was not a requirement?

- To insure the integrity of our courses, each student must have a dedicated Lab Coach responsible for supporting the student through the course work and proctoring the exams that must be done with a certificated staff member present. The student's Teacher of Record must have an assigned certificated staff member on the student's site in which they can communicate and collaborate with to ensure the student's success.

Academic Honesty

Teachers should explicitly provide definitions of academic integrity and misconduct (cheating, plagiarism, etc.) to avoid confusion and uncertainty, and clearly state the consequences of cheating in the Academic Policy. iHigh will provide an updated Academic Honesty Policy annually, and it is required that each site will have students and parent sign the form each semester to be kept at the school site. All students will also be required to review the Academic Honesty Policy at the beginning of each course they are enrolled in. For more detailed information please refer to the Site Operations Circular on *Guidelines for Promoting Academic Integrity in Online Proctoring* and the *Academic Honesty and Acceptable use Policy.*

NOTE*:* It is customary for a student who is caught for the second time violating the policy to require a parent, teacher, counselor meeting before the student will be allowed to move forward in the course. Any assignment completed while violating the policy will be given an automatic 0. It will be up to the teacher's discretion if they allow them to makeup the assignment. Continued violation of the policy can lead to an automatic fail in the course.