

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 129

Extension Procedures & Rollover Procedures **Using the most current extension form at all times**

Extensions are used when student need additional time to complete course work at the end of the term. Wolf Creek always encourages students to complete all course work in the time period given each term, but from time to time extensions are needed. This procedure is used to provide guidance to staff and parents pertaining to extensions.

- Students must complete their own extension forms. Learning Managers are welcome to assist them in any way in completing the form if needed.
- The form must have a parent signature or the students Learning Manager's signature. The charter school director will notify parents to make sure they know their student has an extension using appropriate communication tools.
- Notification of granting of extensions and the procedures around extensions will be sent by both the Learning Manager and charter school director in a timely manner.
- In most cases, no extensions will be granted for more than a one week period.
- In most cases extensions will only be granted in one class per student request.
- The extension ends on the end of term date if the student is passing at that point. The extension ends after that point either on the date approved on the extension form or the date the student has achieved a grade of "C", whichever comes first. This means that once a student reaches a "C" grade, they cannot use the extension period to raise their grade further. *If extreme circumstances exist, student can earn whatever grade they are capable of during the extension period or may be granted a "W" in the class.*
- It is the responsibility of the student to finish all extension work and tell the Learning Manager in charge of grading the course when to grade the course.
- There is no set percentage that allows students to ask for an extension at Wolf Creek. Being at 45% in one class may not constitute the same amount of work remaining in the class as being at 45% in another class. The academic ability of the student, access to technology, and other life factors will be considered when approving extensions at Wolf Creek at all times. Also considered will be if the student put in a good faith effort to complete the course on time and the other courses the students is enrolled in at that time.

- Any documentation on the extension that would provide support for the extension such as a doctor's note is always welcomed. A letter from the Learning Manager (or verbal discussion) of support for the extension is also welcome.
- New "Pass" procedures that would allow for a student to use an extension if they were successful in using it for more than one term are available from the charter school director or Wolf Creek Staff Members.

All factors will be taken into account and the final decision for extension forms and approval or disapproval will be at the discretion of the admin team of the charter school director and dean of students.

Rollovers

Rollover will be utilized sparingly and only in extreme circumstances.

From time to time a one week extension in one course will not allow a student to complete course work. When this occurs and on a limited basis a course or courses may be rolled over to the next term. Essentially instead of losing the completed work from the term, it is allowed to be used in the 2nd term attempt at the exact same course.

Procedures for Rollover of Courses

Rolling over of course work occurs when a student is allowed to take work completion in one term and move that work without losing the points for said work into the next term so assist with earning credits.

A one week extension is always the preferred method for allowing students to complete work if more time is needed, but in some cases a rollover of a longer period of time may be necessary.

When rolling over a course the student did still have an expectation of completing work in the course for the first term in which the course was taken and so a grade of "F" will be posted for that term for that course which is being rolled over. If no expectation of course completion was present, the course should be listed on the log as a gray class. This expectation would exist between the student, family, and LM during the IGP process.

1. LM contemplating a rollover discusses w/staff & Admin whether or not to move forward with grading LM BEFORE suggesting it as an option to the student (unless it is a written part of an IEP or 504 Accommodations Plan)
 - a. Must consider valid criteria – see possible reasons below

- b. Must consider current percentage and consistency of work completed throughout term
 - c. Must consider if class is running in next term
2. LM and student complete the extension form and use the term: **Rollover** for “Time needed for extension”
 - a. Must be signed by the grading teacher before submitting to the Dean.
 - b. A due date for work must be imposed and clearly written on form. Giving a deadline allows students to know when work will be lost and what needs to occur to complete the course in a timely manner.
3. It is the responsibility of the LM of the student requesting a rollover to discuss end of term plan for the class with the grading LM.
 - a. The LM of the student may be expected to enter in all student grades if a class needs to be reset

Ideal percentages would be between 25-40%

- Percentages can be flexible but if the student is close to 50% they would be given the one (1) week extension to complete work.

The reason rollovers may be used is due to a variety of factors, some common reasons are listed here:

- Student is on an IEP that by law states they may have a longer amount of time to complete a course, especially in the area of an identified disability.
- Student is on a 504 that by law states they can have a longer amount of time to complete course work.
- Student has a doctor note that states they could not have worked for a period of time that extends into the extension period, so that period is not enough to complete work.
- Student had a baby and required time off for a leave from school before returning to full coursework as required by law.
- Student has worked up to a percent several times in the same course and is not able to work past that percent and a modification is needed.
- Student needs only a few courses to graduate.

All factors will be taken into account and the final decision for rollover forms and approval or disapproval will be at the discretion of the Admin team of the Charter School Director and Dean of Students.