

# HCS<sup>®</sup> virtual



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## INTRODUCTION

HCS Virtual is a program designed in partnership with local public schools to expand the access of challenging curricula through the delivery of high quality online courses. The HCS Virtual program has been approved by the South Carolina Department of Education. HCS Virtual does not offer a complete high school diploma program online and the HCS courses are not currently approved by NCAA for athletic eligibility. The credit earned by taking an HCS Virtual course is entered into the student's record by the local public high school. This document outlines the guidelines for participation in HCS Virtual. These guidelines will help assure that all parties are aware of their roles in assisting students to succeed when participating in online learning options through HCS Virtual. It is important to note that HCS Virtual is the parent program of all online and virtual learning opportunities for Horry County Schools' students. The following online learning options fall under the HCS Virtual umbrella.

*This Operations/Registration Guide applies to all online learning options below.*

- VirtualSC
- HCS Virtual
- Courses for which HCS Virtual contracts with other approved providers
- Horry County Schools approved online credit recovery program (Success Academy)

## HCS VIRTUAL SCHOOL PERSONNEL RESPONSIBILITIES

HCS Virtual School Personnel will...

1. Oversee the approval and distribution of online learning options, and establish quality assurance guidelines for all online learning options that are made available to Horry County students.
2. Provide in-service training to in-school facilitators in the district when HCS Virtual students are taking classes during the school day or from school based facilities.
3. Provide training and awareness programs to meet the needs of the school leadership and appropriate staff (counselors).

4. Implement a common drop policy for students enrolled in HCS Virtual courses.
5. Provide schools with information regarding course registration processes and any funding implications.
6. Review overall student and course progress information.
7. Act as liaison for the school with all other approved online providers.

## School Administration Responsibilities

School administration will...

1. Be responsible for the implementation of the online learning program at their schools. Specific duties include:
2. Designate a school level HCS Virtual Site Coordinator (typically the lead guidance counselor) and a Success Academy Site Coordinator.
3. Collaborate with the school administrative team to create a flexible master schedule with opportunities for student movement.
4. Designate someone to ensure online course grades and/or comments have been entered into PowerSchool at each grading period following the PowerSchool procedures included in this document.
5. Verify that final grades are recorded on student transcripts.
6. Assign highly qualified teachers to participate in the Success Academy program.
7. Ensure compliance with guidelines and policies for online learning.
8. Provide training and the approved courses at each school or homebound/home-based site (not available for homeschooled students).
9. Staff the online learning lab with the required teacher support.
10. Oversee applicable End-Of-Course Examination Program (EOCEP) for online students.

## HCS Virtual Site Coordinator (Lead Counselor)

The Principal or his/her designee will assign a site coordinator for online learning. The Site Coordinator will be responsible for coordinating HCS Virtual services at the local school.

The Site Coordinator will:

1. Provide information to students, parents/guardians and local school staff regarding HCS Virtual offerings, scheduling, and registration.
2. Determine courses needed by students based on scheduling and on other needs.
3. Serve as a liaison with school administration and keep building administration informed, especially any administrative members who work specifically with online learning.
4. Communicate HCS Virtual expectations, guidelines and procedures to students, parents/guardians, classroom facilitators, site coordinators, administrators, and any other school employees working with online courses (including homebound situations and special education accommodations), as appropriate and follow protocol accordingly.
5. Provide requested information and other documentation to HCS Virtual.
6. Work with guidance staff to determine whether there is a match between students' needs and the use of online courses.
7. Work the HCS Virtual and school staff to provide an orientation to learning online for parents and students.
8. Assist students in registering for online courses and provide guidance approval in a timely manner.
9. Ensure that student schedules in PowerSchool properly reflect ALL courses in which the student is enrolled. Online courses must be in the student's individual PowerSchool schedule prior to student enrollment in any online courses.
10. Log in regularly to check for messages in the appropriate platform. Logging in once a day at a minimum is necessary during the school year. During the summer, logging in a minimum of once a week is acceptable practice.
11. Monitor grades and ensure that the proper grade and credit information for online courses are recorded in the student's record at course completion.
12. Ensure that EOCEP test grades are calculated into the student's final course average and recorded per state guidelines. (VirtualSC will have already calculated EOCEP grades into the student final grade)

13. Coordinate the securing of student services as needed, including the proctoring of any face-to-face exams that may be required.
14. Review student progress information regularly.
15. Communicate with classroom facilitators to ensure students are adequately progressing in their courses, and contact students and parents/guardians concerning inadequate progress.
16. Monitor student grades and attendance, along with their progress or inactivity and communicate with students, parents/guardians, classroom facilitators, site coordinators, administrators, and any other school employees working with specific students in online courses (including homebound situations and special education accommodations), as appropriate and within HIPAA/FERPA regulations, to ensure students are successful.
17. Check with the student to see that any necessary course materials are available.
18. Notify HCS Virtual immediately in writing if it appears that the student will need to drop a course. (Note: HCS Virtual will adhere to the SC Uniform Grading Policy.)
19. Communicate with the HCS Virtual Director and HCS Virtual Learning Specialist to provide feedback on the course, instruction, and the satisfaction level of the students and parents/guardians.
20. Ensure all guidance counselors are aware of the IEP/504 procedures for communicating accommodations pages.

## HCVS Classroom Facilitator

The Principal or his/her designee will assign a facilitator(s) for online learning. The facilitator(s) role is necessary should students be accessing their online course(s) from the school during the regular school day. Once the student is enrolled in a course, the facilitator(s) works directly with the student to provide encouragement and weekly monitoring.

The classroom facilitator will:

1. Assure work stations meet course requirements and have appropriate plug-ins installed.
2. Oversee students to ensure participation in coursework and completion of assignments.
3. Monitor the student's progress reports and **maintain contact with the online teacher and parent at least once a month.**

4. Check weekly with the student to see how the student is progressing and provide support as needed.
5. Act as the liaison with the online instructor, parent, and student. The facilitator is the primary contact for the online instructor. Facilitators should virtually introduce themselves to each online instructor and provide contact information during the student's first week of enrollment.
6. Assist students in registering for Advanced Placement (AP) exam reviews and exams, if applicable.
7. Proctor/monitor face-to-face exams if requested by the lead counselor.

## CURRENT PARTICIPATION GUIDELINES

**\*\*Note:** Prior to enrollment in any online course, students must submit a completed Course Request Agreement (found in the appendix and posted online at the HCS Virtual website). HCS Virtual Site Coordinators are responsible for securing a completed Course Request Agreement prior to approving any students for enrollment in HCS Virtual /VirtualSC online courses and prior to submitting requests for enrollment to the Success Academy Site Coordinator for Success Academy courses.

## ONLINE OPTIONS AND SELECTION PROCEDURES

Course instruction should be considered in the following priority order:

1. Face-to-face-classroom
2. VirtualSC or HCS Virtual (i.e. complete course with an online teacher certificate in the subject area of the course based on course lists provided by HCS Virtual)

Counselors should utilize the course offering lists issued by HCS Virtual for determining appropriate online program enrollment. Any deviations must be approved by HCS Virtual personnel. Please visit the HCS Virtual website for a list of available online courses and services or contact Horry County Schools.

Contact Information	
Coordinator of Online Enrollment and Student Services	Jennifer Jordan <a href="mailto:JJordan@horrycountyschools.net">JJordan@horrycountyschools.net</a>

Coordinator of Online Curriculum and Instructional Design	Lindsey Reynolds LReynolds@horrycountyschools.net
Coordinator of Online Learning and Instructional Technology	Ebony Livingston ELivingston@horrycountyschools.net

## Course Selection

1. The school guidance counselor will identify the course(s) for which a student may receive credit based on an analysis of the student's high school transcript.
2. **It is recommended that students enroll in no more than two online courses per term during the regular school year. During the summer session it is recommended that students enroll in one course but no more than two.** Exceptions must be approved by the school Principal and HCS Virtual. A Course Cap Exception Request must be submitted by the school principal to the Executive Director of Secondary Schools which would include the supports provided to the student by the school.  
[Course Cap Exception Request for HCS Virtual](#)
3. A student may not retake a course through HCS Virtual if a unit of credit for that particular course is already recorded on his/her official transcript, unless the student made a D or F in the original course attempt in accordance with the SC Uniform Grading Policy.
4. Student athletes should consult with their school's athletic director to determine if an online course will meet the requirements necessary to make them eligible to play high school athletics. HCS Virtual online courses may not be appropriate for students who are planning to play college sports because they may not be NCAA approved.
5. Student athletes must recover course credits according to the timeline set by the SC High School League. Principals and Athletic Directors are advised to communicate with SCHSL on matters pertaining to student athletic eligibility and credit recovery.
6. Students, parents/guardians, coaches, athletic directors, and guidance counselors are advised to consult NCAA guidelines and course approvals concerning eligibility.



7. To ensure availability of coursework for all schools, a cap of 10 students for any course from one individual school will be implemented beginning the Fall of 2024. Any exception request must be submitted in writing to [jjordan@horrycountyschools.net](mailto:jjordan@horrycountyschools.net)

## **Credit Recovery Eligibility and Enrollment Guidelines**

**Eligible students are allowed to enroll in Success Academy for credit recovery. Students are eligible based on the following criteria:**

- Students must have earned an “F” in the course, with a minimum grade of 50%.
- Students must retake the course before he/she has enrolled in the next sequential course.
- Students may take the course either during the current school year, or the next school year, but no later than that second year.
- Students who fail an honors course may retake the course in Success Academy for CP credit.
- Students may not be enrolled in any more than two Success Academy courses at any given time.
- To ensure compliance with SCHSL and NCAA student athletes should receive written approval from the school athletic director to ensure that he/she is complying with both SCHSL and NCAA Clearinghouse eligibility requirements. HCS Virtual is not responsible for SCHSL or NCAA eligibility compliance.
- Students enrolled in Success Academy courses must complete coursework within the academic year of enrollment. Students may be removed from a Success Academy course enrollment at the discretion of the school principal or HCS Virtual administration for circumstances involving serious or repeated misbehavior or failure to make adequate progress in a course as indicated by course due dates
- Students planning to enroll in Success Academy to recover credit in an EOCEP course, must have an EOCEP exam grade on file to be eligible to recover the credit in Success Academy.

## **Course Fees**

Unless specified otherwise, online courses made available through HCS Virtual are provided at no cost to students.

# CURRENT REGISTRATION PROCEDURES

Local school counselors should be meeting with students and parents/guardians to ensure students are a good match for the online learning environment and that they are registering for appropriate courses. It is imperative that guidance counselors carefully review student transcripts to ensure progress towards on-time graduation.

## Registering for Supplemental Courses

1. Students must complete the [HCS Virtual Course Request Form](#)
2. Within the HCS Virtual Course Request Form, students should select the course(s) in which they would like to enroll after reviewing their Individual Graduation Plan with their school counselor.
3. Once students complete the HCS Virtual Course Request Form, they must PRINT the “Course Request Agreement”. Students should print the request forms, obtain the appropriate signatures, and turn in the forms to their school counselor.
4. When the “Course Request Agreement” is received by the school counselor, he or she will then be able to evaluate the course for approval or denial based on the student’s Individual Graduation Plan. Once the approval or denial is made by the school counselor, the student and parent will receive a course request status email.

### Reminders:

- It is the base school’s responsibility (HCS Virtual Site Coordinator and Perspective Guidance Counselor) to obtain a completed Course Request Agreement form and to inform students, parents/guardians about NCAA requirements prior to enrollment in any online course.
- It is the responsibility of the student’s base school counselor to ensure that students are enrolled in coursework to ensure that they have the opportunity to graduate on time. HCS Virtual is not responsible for reviewing student transcripts for the purposes of obtaining credits for graduation.

## Approving Courses (School Counselor)

1. Counselors will check their school's course request spreadsheet.
2. In the spreadsheet counselors will be able to see the name of the student and course(s) requested. Counselors will review the student's transcript and IGP to ensure the virtual course is appropriate and then select either approve or deny.

Reminder: No courses should be approved without a signed "Course Request Agreement Form". These forms must be kept in a secure location in the counseling office, should they be requested by an internal or external audit.

3. The counselor must indicate whether the student has an IEP, 504, or ELL Plan on the spreadsheet as well as any notes that would be pertinent to the student virtual request. Accommodations and modifications will be provided to the HCS Virtual teachers.

\*\*If a student's IEP, 504 or ELL Plan is adjusted through an official meeting, the school counselor who is responsible for approving virtual courses, must notify [jjordan@horrycountyschools.net](mailto:jjordan@horrycountyschools.net) of the changes. Email subject line should read "Confidential-Accommodations Update."

\*\*If a student appears on your school roster and has transferred to another school, please notify [jjordan@horrycountyschools.net](mailto:jjordan@horrycountyschools.net) of the change so the request can be added to the correct school spreadsheet.

## CURRENT COURSE COMPLETION POLICIES AND PROCEDURES

HCS VIRTUAL SITE COORDINATORS AND SCHOOL ADMINISTRATION MUST ENSURE CLASSROOM FACILITATORS, PARENT(S)/GUARDIAN(S), AND STUDENTS KNOW THESE POLICIES PRIOR TO ENROLLMENT!

*Successful completion of online courses is based on the student demonstrating competency in state standards, completing all required assignments and assessments - this is in line with the State of South Carolina's policy towards mastery-based courses. Online courses are designed to cover all appropriate SC curriculum standards within a traditional semester time frame.*

# ACADEMIC INTEGRITY POLICY AND PROCEDURAL REQUIREMENTS

## HCS Virtual Academic Integrity Commitment

The vision of Horry County Schools is to be a premier, world-class school system in which every student acquires an excellent education. Our schools will be welcoming centers organized around high-quality teaching and learning. To honor this vision and our commitment to excellence in education, HCS Virtual provides an online collaborative learning environment that promotes academic integrity.

HCS Virtual strives to maintain academic integrity in the online environment by ensuring all courses regularly include discussion-based assessments designed to verify the validity and authenticity of student work as well as require semester and final exams to be given in a secure and proctored setting. Our belief is that by fostering honesty and responsibility, we are empowering students to be good citizens and custodians of learning. The HCS Virtual expectations below reflect this commitment.

## Academic Integrity Policy

Prior to enrollment in any course offered through HCS Virtual, students and parents/guardians are required to sign a commitment form indicating their understanding of academic integrity and the consequences of dishonesty.

Students are expected to uphold the qualities of academic integrity by NOT engaging in any of the following unacceptable behaviors: cheating, fraud, or plagiarism. Below, you will find a list, although not all inclusive, of acts of cheating, fraud, or plagiarism.

Students should **NOT**...

- ✓ copy or use someone else's work (to include images, words, and ideas) and pass it off as their own
- ✓ use unauthorized study aids (to include cheat sheets, references, calculators, notes, other people, Internet, etc.)
- ✓ falsify information, including research or data commit forgery
- ✓ copy or apply patterns of language, structure, or ideas of another without internal and external citation or receipt of permission as appropriate

Students **SHOULD**...

- ✓ complete their own original work using resources and references only as allowed and citing appropriately

## **Procedural Requirements:**

Midterm and final exams must be password protected and proctored.

- ✓ Exam passwords should be e-mailed by HCS Virtual Instructors to the HCS Virtual Site Coordinator of record at the school. HCS Virtual Site Coordinators should coordinate exams with the HCS Virtual Classroom Facilitators.
- ✓ Proctors of HCS Virtual Course Exams must be HCS personnel and must follow the guidelines below when proctoring an exam:
  - Ensure the testing room is conducive to testing. Make sure the room is quiet and that unauthorized references are not on the walls or at the computer where the student will be testing. Make sure the student's electronic devices are turned off (phones, iPods, MP3 players, etc...) and not in use during the exam. The student should only be using his/her computer or iPad to take his exam, not searching for answers to questions utilizing Internet sources.
  - Have the student logon to the computer and access the appropriate page for the exam.
  - Once the student has accessed the exam, using the exam password supplied by the HCS Virtual Site Coordinator, the PROCTOR must type the password in the computer for the student. Exam passwords must remain secure at all times. NEVER is it acceptable for a student to be given an exam password to type in himself/herself.
  - Stay in the testing room at ALL times and monitor the student to ensure he/she is not receiving any unauthorized assistance while taking the exam. Please ensure no unauthorized study aids, cheat sheets, notes, or references are being utilized.
  - Once the exam is completed, make sure the student logs off the computer.
- ✓ Unit exams do not require proctoring; however, discussion-based assessments as well as the teacher's conversations with students will confirm authenticity of student work (i.e., questions about the reading, asking open-ended discussion questions via phone conversations or online chat, etc.)

## Consequences for Student Violation of Academic Integrity

If a student is determined to be in violation of the HCS Virtual Academic Integrity Policy, their actions will be dealt with as indicated in the chart below:

Consequences of Academic Integrity Violation(s)	1st offense	2nd offense	3rd offense
Parent contact	X	X	X
Student receives a grade of zero ("0") on the assignment with no make-up opportunity	X	X	X
Mandatory review of academic integrity policy (video) by student		X	
Student removed from HCS Virtual course with a failing grade			X
Student disqualification from academic honor societies			X
Student prohibited from enrolling in future HCS Virtual courses			X

## COURSE COMPLETION AND PROGRESS MONITORING PROCEDURES

**All course work must be completed by the assigned course completion deadline unless a written extension request is made by the school counselor and recommended by the school principal.** The written request must be sent to HCS Virtual ([jjordan@horrycountyschools.net](mailto:jjordan@horrycountyschools.net)) prior to the deadline set by HCS Virtual in order to gain approval. Once received, the request will be reviewed by HCS Virtual and the student/parent will be notified of the extension decision.

### Guidelines for Acceptable Requests for Approval of Course Extensions:

- The student has worked consistently through the course in a timely manner, but has experienced some unforeseen event that prevents them from completing on-time.
- There have not been long periods of inactivity during the original course enrollment period.

► The student was enrolled in the course at a time when it is unlikely the course could have been completed by the end of the traditional school year.

HCS Virtual Site Coordinators are required to regularly review student progress to determine the possible need for extensions. HCS Virtual Site Coordinators, along with HCS Virtual Classroom Facilitators and HCS Virtual Instructors should be monitoring student progress within online courses and intervene as appropriate to ensure adequate student progress for completion by deadlines; however, if legitimate reasons arise that warrant a course extension, HCS Virtual Site Coordinators should inform the principal of the school. With approval of the school principal, site coordinators/counselors may then request a course extension on a student's behalf by contacting Jennifer Jordan via email at HCS Virtual. Approval will be granted upon determination of acceptable circumstances warranting an extension.

\*Note if course extensions extend into the summer, it is the responsibility of the HCVS Site Coordinator/Lead Counselor to make arrangements for students to take exams, including any EOCEP exams required by the SCSDE for some courses.

Students who do not meet participation guidelines will not be granted extended time to complete courses and may be removed for non-participation. If an extension is granted, the length of the extension will be determined by HCS Virtual in accordance with the SC Uniform Grading Policy and the circumstances surrounding the request.

1. Students must be progressing successfully according to the online pacing guide before they are recommended for additional courses.
2. Some courses are self-paced; however, students must complete all courses before HCS Virtual's stated deadline each year in order to receive course credit.
3. It is the responsibility of the student to contact the online instructor for assistance if needed.
4. Student/guardians are responsible for online access from home if this is required to successfully complete the course.

## **HCS Virtual Withdrawal/Drop Policy**

Only through continuous communication can students be successful in online courses. Within each course the instructor outlines the weekly minimum work requirements and abides by the following HCS Virtual policies:

- Newly enrolled students have ten school (10) days to request to drop a course without being penalized. Students who request a withdrawal will not be withdrawn from any virtual courses without approval from the school counselor.

\*During the summer session, counselors will be notified of requests to withdraw from courses since they may not be on contract at the time of the request.

- If a student is inactive during the first 14 days from the date of their enrollment, they will automatically be dropped without penalty from the course(s). The student will not receive credit and will only be allowed to re-enroll with approval from HCS Virtual.
- Students may be administratively dropped for inactivity at any time during the course. Students will receive a failing grade of a WF (51) if dropped after the grace period.

\*Students who receive below a C on an entry-level online course will not be allowed to advance to the next level course online.

\*Failure to successfully complete an online course required for graduation may result in a student not receiving a South Carolina high school diploma.

***The SC Uniform Grading Policy and all Horry County Schools grading/drop policies supersede any grading policies that may be set by course providers. It is the responsibility of students/parents to be informed of local policies.***

## **Academic Records**

While some providers offer full unit courses in two segments, HCS Virtual does not award .5 credits for each segment of the course. Only a full unit of credit is awarded for a full unit course. Official course grades will be accessible to the school facilitator/school counselor through PowerSchool for HCS Virtual courses and VSA for VirtualSC courses.

Final online course grades will be recorded in the appropriate PowerSchool Gradebook upon completion and the counselor must ensure completed course grades are properly recorded on the high school transcript.



HCS Virtual Site Coordinators/Lead Counselors are responsible for printing final grade reports from virtual providers when applicable.

HCS Virtual Site Coordinators/Lead Guidance Counselors are responsible for ensuring grades for all completed courses are recorded in PowerSchool upon completion and that the courses and grades are accurately reflected on student transcripts.

Advanced Placement Credit—Counselors should schedule and award credit for online (AP) courses. If a student completes an online AP course and the SAME course is not offered at the approving school, one unit of credit (AP) for a full unit course is to be awarded.

## CURRENT POWERSCHOOL PROCEDURES

### Scheduling Requirements

*All online coursework will be scheduled in PowerSchool.*

Final grades for online coursework will be entered through the teacher of record's grade book in PowerTeacher and NOT through a manual entry into PowerSchool Stored Grades. The following instructions provide the means in which to ensure these objective(s).

### Teacher of Record

#### Initial Credit

HCS Virtual courses taught by in-district online teachers (courses listed on the FLEX initial credit course offerings) will have the in-district teacher as the teacher of record. These teachers will enter grades in PowerSchool for all students enrolled in their HCS Virtual courses, regardless of assigned based school. HCS Virtual courses taught by in-district teachers will be scheduled by enrolling the student in a class at the HCS Virtual instructor's base school.

***\*No students may be enrolled in any online course without the actual course(s) reflected on the PowerSchool schedule prior.***

#### Credit Recovery

All credit recovery courses must have a certified teacher in the content area listed as the teacher of record; however, the HCS Virtual Site Coordinator (Lead Counselor) or HCS Virtual Classroom Facilitator can serve as the teacher during the school day for the attendance place holder.

## **Attendance “Place Holder”**

1. Guidance Counselors or Data Quality Clerks should enter the following information. The HCS online course will be scheduled in the master schedule. This “place-holder” course, titled “HCS Online Initial Credit (0899Z400),” or “HCS Online Credit Recovery (0899ZZ00)” will be utilized for students taking HCS online initial-credit or credit recovery courses. The number of sections for each course will depend on the number of periods needed to schedule students. Each section for an online course should indicate what type of online course the student is taking.
2. It is possible that there will be a section for every period of the regular school day to ensure that students will have a complete schedule and not have any “gaps” in their schedules.
3. Each section(s) for the HCS online initial-credit or credit recovery “place-holder” course will be marked by schools as “Exclude from Storing Final Grades.” This section(s) will be utilized to take attendance.
4. When a student is scheduled in an online initial-credit or credit recovery course, the course will appear in the teacher of record’s PowerTeacher grade book and in the public portal. For explaining that the initial- credit or credit recovery ‘placeholder’ course will not receive a grade, the facilitating teacher must enter a general comment in his/her PowerTeacher grade book indicating that this “place-holder” course will not be assigned a grade. The comment can be entered into the PowerTeacher grade book by the teacher of record using the “fill” function to minimize the number of entries.
5. Attendance will be taken in this “place-holder” course.

## **Online Initial Credit or Credit Recovery “Actual” Course Schedule**

Using schedule period 10 which exists outside the period range of the regular school day (e.g., using 5<sup>th</sup> period when the school’s regular school day consists of 4 periods) section(s) for “actual” online initial credit or credit recovery course(s) will also be created. Students will be scheduled into the appropriate initial credit or credit recovery course section(s). These sections will utilize the correct virtual or credit recovery course number for the course.

Directions for Enrolling Students in a Remote School Class (Online Course Scheduled at Another School)

1. Select Student
2. Select “Functions”
3. Click on the option to “Enroll Student in Remote Course”
4. Choose school where section is held
5. Type in the Course Section ID Number, enter the appropriate enrollment date, and submit.

2. Each Section will be marked with the appropriate Instruction Type as indicated below.

Course Provider	Instructional Type
Course is provided by HCS Virtual and is taught by an HCS teacher	C: Enroll in a section in the appropriate remote school section which is provided by HCS Virtual.
Course is provided by VirtualSC	B: SC Virtual School Program. VirtualSC teacher information must also be included (Teacher name and Certificate)
Course is provided by HCS Virtual in partnership with FLVS	E: Online Out-of State
Course is provided by HCS Virtual through Success Academy and is credit recovery	E: Online Out-of State

\*Directions for entering information for VirtualSC teachers in PowerSchool:

Go to “School” under setup. Then, scroll down and click on sections at the bottom. A list of all courses will appear. All existing sections will show up. Select new to add a section. Populate all fields. At the very bottom, under “SC Additional Section Information”, choose SCVSP and then fill in the virtual school teacher name and certificate number. This information is provided by VirtualSC to the counselor listed as the Powerschool contact. Schools must request this access from VirtualSC.

3. Each section will be marked by schools to “Exclude from Attendance.” Attendance will **NOT** be taken for the scheduled period of the “actual” online initial credit course.

4. These section(s) for the “actual” online initial-credit or credit recovery course will only be utilized for entering and storing grades, not taking attendance. Example: If a student is taking an online initial-credit course for English 2, a section must be created in a period outside of the school day using the correct English 2 course number.

5. If a student does not complete the online **initial credit** course at the end of the semester term, the teacher of record will record the failing grade or WF if the student was withdrawn from the course.

6. If a student does not complete the online **credit recovery** course at the end of the fall semester term, the teacher of record will enter a NP for the final grade.

## **Grading Requirements**

The “actual” online initial-credit or credit recovery course grade will be entered in the PowerTeacher grade book by the teacher of record who was assigned to the section.

**IMPORTANT!!!** In the grade book, the “actual” online initial-credit course taught in Schoology will show assignments within the current quarter field. Courses not taught in the Schoology platform will show only one assignment which will be 100% of the grade. If the course is required on the EOCEP exam, the final course grade must include the calculation for the EOCEP exam. Only a final grade will be entered in this assignment. Assignment entries must follow designated dates for the term.

# HCS VIRTUAL “QUICK LINKS” FOR INFORMATION

[HCS Virtual Website for General Information](#)

[HCS Virtual Dates](#)

[Current Course offerings for HCS Virtual and Success Academy](#)

[HCS Virtual Course Request Agreement Form](#)

[VirtualSC Home Page](#)