

# Horry County Schools

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HCS Virtual



## HCS VIRTUAL OPERATIONS GUIDE

HORRY COUNTY SCHOOLS/HCS VIRTUAL

# HCS Virtual Operations Guide

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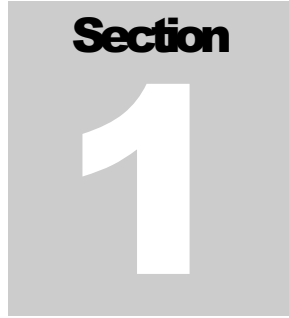
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# Personnel Duties/Responsibilities

**H**CS 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. HCS Virtual does not offer a complete high school diploma program online. 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**
- **The district’s 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 home schooled students).
9. staff the online learning lab with the required teacher support.
10. oversee applicable EOC exams for online students.

## HCS Virtual Site Coordinator (Lead Counselor)

**New**—Site Coordinators will no longer be entering final grades for HCS Virtual courses taught by HCS teachers. Please see PowerSchool Procedures, Section 4 for more information. **Note:** HCVS Site Coordinators will still be responsible for entering SCVSP course final grades and for checking at the end of each semester to ensure all HCS Virtual/VirtualSC course grades and any WFs are posted to transcripts correctly. Site coordinators should utilize Maestro for running a report to check HCS Virtual courses and use the final grade report sent by VirtualSC to check VirtualSC grades.

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. offerings and guidelines.
7. work with guidance staff to determine whether there is a match between students' needs and the use of online courses.
8. work the HCS Virtual and school staff to provide an orientation to learning online for parents and students.
9. assist students in registering for online courses and provide guidance approval in a timely manner.
10. 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.
11. Log in regularly to check for messages in Maestro and VirtualSC. Logging in once a day at a minimum is necessary during the school year. During the summer, logging in once a week is acceptable practice.
12. monitor grades and ensure that the proper grade and credit information for online courses are recorded in the student's record at course completion.
13. ensure that EOC test grades are calculated into the student's final course average and recorded per state guidelines. (VirtualSC will have already calculated EOC grades into the student final grade)

14. coordinate the securing of student services as needed, including the proctoring of any face-to-face exams that may be required.
15. review student progress information regularly.
16. communicate with classroom facilitators to ensure students are adequately progressing in their courses, and contact students and parents/guardians concerning inadequate progress.
17. 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 HIPPA/FERPA regulations, to ensure students are successful.
18. check with the student to see that any necessary course materials are available.
19. 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.)
20. 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.
21. 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 AP exam reviews and exams, if applicable.
7. proctor/monitor face-to-face exams if requested by the lead counselor.

\*See HCVS Online Instructor Handbook for specific responsibilities/duties of HCS Virtual Instructors.



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## 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 certificated 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.

<a href="mailto:ecox@horrycountyschools.net">ecox@horrycountyschools.net</a>	843.488.6709
<a href="mailto:tpickett@horrycountyschools.net">tpickett@horrycountyschools.net</a>	843.488.6932

### 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.

**Note: The online course start date will be the date the student is enrolled in the his/her course.**



2. **It is recommended that students enroll in no more than two online courses per term during the regular school year.** Exceptions must be approved by the school Principal and 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.

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 or collegiate athletics.

5. Student athletes must recover according to the timeline set by 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 director, and guidance counselors are advised to consult NCAA guidelines and course approvals concerning eligibility.

## Participation in online Credit Recovery

HCS Virtual's online credit recovery program, Success Academy, is available for students in grades 9 – 12. As outlined in the Success Academy Operations Guide, participation requirements are as follows:

### 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 EOC course, must have an EOC 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.

## ICON KEY

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## Registration Procedures

Local school guidance 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.

**Note: Students have a no penalty drop period of 10 days after initial enrollment.**




**Inactivity during the initial 20 days of enrollment will result in an automatic withdrawal (WNG).**

### Registering for Supplemental Courses

*\*Brick and mortar students wishing to take one or more virtual school courses to supplement the current brick and mortar schedule.*

- ✓ Students must initially “Create an Account” at <http://maestro.horrycountyschools.net> and then “Create an Application” in the system.
- ✓ Students should choose “Request a Course” from the left menu. Students should then select the course(s) in which to enroll. \*Remember, full-time HCVS students should choose full-time middle school or full-time high school only.
- ✓ Students should choose to “add” a course. Once students add a course, they will receive a message asking them to PRINT the “Course Request Agreement.” Students should print the request forms, obtain the appropriate signatures, and turn in the forms to their guidance counselor.

 Local school guidance counselors should guide or assist students in signing up for online courses.

 \*Be advised that 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.




**Note:**


***This process must be completed for each individual course; however, once the State ID, PowerSchool ID, and IEP/504 information have been entered into the system for a student, you will not need to complete this specific identification information for that specific student again.***

## Approving Courses

- ✓ Login to HCS Virtual /Maestro.
  - ✓ Select the “Courses” tab and select “Course Requests” from the left menu.
  - ✓ Under the “Status” drop down menu select “Submitted” to view only submitted course requests.
  - ✓ Review the names of students who have submitted course requests and prior to approving any courses for these students, click on the student’s name and then choose to “Edit Student” on the left menu. Complete the student’s State ID, IEP Status and choose a facilitator.
  - ✓ ALWAYS, indicate whether a student has an IEP or 504 plan. If yes, immediately scan and email a copy of the accommodations page(s) to [tpickett@horrycountyschools.net](mailto:tpickett@horrycountyschools.net) and copy [ecox@horrycountyschools.net](mailto:ecox@horrycountyschools.net). Include the student’s name and course requested in the email. Email subject line should read “Confidential—Accommodations.”
  - ✓ Once all information is entered, return to the “Courses” tab and select Course Requests” and view “Submitted” course requests.
- 
- ✓ Click on the individual student name and then click on the pencil icon under the “Edit” column. Using the drop down menu, change the “status” to “Approved.” Verify “Preferred Term” is accurate.
  - ✓ IMPORTANT--ALWAYS, indicate whether a student has an IEP or 504 plan. If yes, immediately scan and email a copy of the accommodations page(s) to [tpickett@horrycountyschools.net](mailto:tpickett@horrycountyschools.net) and copy [ecox@horrycountyschools.net](mailto:ecox@horrycountyschools.net). Include the student’s name and course requested in the email. Email subject line should read “Confidential—Accommodations.”
  - ✓ Once completed, select “Save.”

# Course Completion Policies and Procedures

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**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 or two-semester timeframe.*

## 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 (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

***Note: The procedures outlined in this section are designed to ensure academic integrity in the online environment.***



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

1. All course work must be completed by the assigned course completion deadline unless an extension is recommended by the principal and approved by HCS Virtual. **Students are permitted to compete courses in no less than 15 weeks.**
2. HCS Virtual Site Coordinators are required to regularly review student progress to determine the possible need for extensions and request his/her building principal send an emailed request to HCS Virtual prior to the deadline set by HCS Virtual in order to gain approval.
3. If extenuating situations occur, students enrolled in a semester (1/2 credit) course may be granted up to 25 weeks to complete their online course. Students enrolled in a full-year (1 credit) course may have a full calendar year to complete their course. Students who do not meet weekly participation guidelines will not be granted extended time to complete courses and may be removed for non-participation which carries with it an academic penalty. Requests for extensions are to be first recommended by the principal in writing via email (to [tpickett@horrycountyschools.net](mailto:tpickett@horrycountyschools.net)) and then approved by HCS Virtual.
4. Students must be progressing successfully according to the online pacing guide before they are recommended for additional courses.
5. 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.
6. It is the responsibility of the student to contact the online instructor for assistance if needed.
7. Student/guardians are responsible for online access from home if this is required to successfully complete the course.

## Academic Records

**Note: No student is allowed to be enrolled in any online course(s) prior to the online course(s) being added to the student's schedule in PowerSchool.**



While some providers offer full unit courses in two segments, HCS Virtual does not award .5 credits for each segment of the course. The only exception to this is Computer Applications (open only to students earning a .5 credit in Keyboarding in Middle School), which offers a half credit for Segment 1. Only a full unit of credit is awarded for a full unit course. Official course grades will be accessible to the school facilitator/guidance counselor through Maestro for HCS Virtual courses and VSA for VirtualSC courses. Interim and nine-week grades for online courses will not be reported in PowerSchool since each student may work at a different pace.

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***The following 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.***

As required by the SC Uniform Grading Policy, “students who withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned grades in accordance with the following policies:

1. A WF (withdraw/fail) will be recorded on the student’s transcript, and the F (as a 51) will be calculated in the student’s overall grade point average. The student must notify the high school site coordinator/guidance counselor to request a withdrawal from an online course. Students will not be withdrawn without approval from the school counselor.
  2. Students who receive below a C on an entry-level online course will not be allowed to advance to the next level course online.
  3. Failure to complete successfully an online course required for graduation may result in a student not receiving a South Carolina high school diploma.
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Final online course grades must be recorded in the appropriate PowerSchool Gradebook upon completion and counselors must ensure completed course grades are on the high school transcript. Students whose percentage of the course complete is less than 75% when the course expires will receive a “WF” for the final grade to be recorded on the transcript.



#### IMPORTANT ACADEMIC RECORD KEEPING PROCEDURES

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- ☐ HCS Virtual Site Coordinators/Lead Guidance Counselors are responsible for printing final grade reports from Maestro and placing a copy of final course grade reports in students’ permanent record.
  - ☐ 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 show up on student transcripts.
  - ☐ HCS Virtual Site Coordinators/Lead Guidance Counselors are responsible for archiving records online once final procedures for the school year are complete. (Again, a copy of final grade reports must be in the student’s permanent record prior to archiving.)



**Note: Online Portfolios/  
Academic Records**

**HCVS Site Coordinators must ensure all guidance counselors send online student's portfolios to transferring schools as a part of their academic records.**

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☒ For any middle school student who receives high school credit for any courses, Middle School Guidance Counselors are responsible for ensuring the receiving high school is informed via email and provided appropriate records so that all high school credit courses are recorded accurately on student transcripts.

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☒ Advanced Placement Credit—Counselors should schedule and award credit for online AP courses just as they do at the approving school. For instance, if a school offers a seminar credit along with an AP credit, then a student in an online course would also receive a seminar and an AP credit. In other words, the online course credit awarded should mirror the approving school's course credit awarded for this SAME AP course offered by both entities. 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.

### **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 drop a course without being penalized.
- If a student is inactive during the first 10 days from the date of their enrollment, they will automatically be dropped from the course and receive a WNG as the final grade. The student will not receive credit and will not be allowed to reenroll.
- If a student remains active in the course, but has completed less than 75% of the course by the time the course expires, the student will be granted a “WF” to be posted on the transcript.
- Student 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.

### **Requests for Online Course Extensions**

HCS Virtual will allow schools to request a course extension on behalf of students with principal approval. The new course end date may be adjusted to match HCS Virtual upcoming end date, based on the HCS Virtual Dates and Deadlines.

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### **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.

### **Procedure for Requesting Course Extensions:**

**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 End-of-Course Exams required by the SCSE for some courses.**

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. Principals may then request a course extension on a student's behalf by contacting Tonya Pickett via email at HCS Virtual. Approval will be granted upon determination of acceptable circumstances warranting extension.

HCS Virtual Course Extension requests should be sent to the following HCS Virtual contact in order to gain approval:

Tonya Pickett, Learning Specialist Online Curriculum Monitoring and Program Support	<a href="mailto:tpickett@horrycountyschools.net">tpickett@horrycountyschools.net</a>
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## PowerSchool Procedures

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### 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 only exception is for the recording of final online course grades earned during the summer. 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 in bold on the HCS Virtual course list provided by HCS Virtual) 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.

#### Credit Recovery

All credit recovery courses may have other personnel as the teacher of record; however, HCS Virtual recommends the HCS Virtual Site Coordinator (Lead Counselor) or HCS Virtual Classroom Facilitator serve as the teacher of record.

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

### 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. For example, if a student is taking a Success Academy online Geometry course, the section title should be “Geometry-SUCCESS ACADEMY1.” If you need an additional section, the next section title for Success Academy Geometry, would be “Geometry-SUCCESS ACADEMY2.”

Please use the following section titles...

For VirtualSC	Specific Course Name- SCVSP Section #	Geometry-VSC1 Geometry-VSC2 Geometry-VSC3
For HCS Virtual	Specific Course Name- HCS Virtual Section # (*For HCS Virtual courses taught by in- district teachers, use procedure “enroll in another class in another school.”)	Geometry-HCSV1 Geometry-HCSV2 Geometry-HCSV3
For Success Academy	Specific Course Name- Success Academy Section #	GeometryCR- SuccessAcademy1 GeometryCR- Success Academy2 GeometryCR- SuccessAcademy3

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 ‘place holder’ 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.

- Attendance will be taken in this “place-holder” course.

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

- Using schedule periods which exist 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 regular course number for the course. These section(s) can utilize the same period number outside of the regular school day.



#### Directions for Enrolling Students in Remote / Summer School Class (Online Course Scheduled at Another School)

- Select Student(s)
- Select “Functions”
- Click on the option to “Enroll Student in Remote / Summer School Class”
- Choose school from drop down
- Type in the Course.Section ID number, enter the appropriate enrollment date and submit.

- Each section will be marked with the appropriate **Instruction Type** as indicated below.

Course Provider	Instructional Type
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 and is taught by an Horry County highly qualified teacher	Enroll in a section in another school.
Course is provided by HCS Virtual in partnership with Aventa or FLVS	E : Online Out-of-State
Course is provided by HCS Virtual through Success Academy and is <b>credit recovery</b>	E : Online Out-of-State
Course is provided by HCS Virtual through Success Academy and is <b>initial credit</b> . Very strict guidelines are in place for offering <b>initial credit</b> through Success Academy. (The school administrator must approve the enrollment and the teacher of record is a highly qualified teacher who is grading written work/assisting the student.)	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 list will be provided to base schools by HCS Virtual personnel.

3. Each section will be marked by schools to “Exclude from Attendance.” Attendance will **NOT** be taken for the schedule 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. If a school has a regular 8 period day schedule and 9<sup>th</sup> period is designated for a center school, then the section can be

assigned to period 10.



5. The teacher of record must enter in his/her PowerTeacher grade book the comment, **“Final online course grade will be recorded when course is completed.”** The comment can be entered for all students in the class using the ‘fill’ function to minimize the number of entries.

**Note: If a student is not progressing in a credit retrieval course, remove the student from all opportunities for online credit retrieval. Participation in the SUCCESS ACADEMY credit retrieval program is a privilege that students should not be allowed**



**to abuse.**




6. If a student does not complete the online **initial credit** course at the end of the fall semester term, the teacher of record will leave the grade blank and if the student is making progress, change the grade book comment to indicate, **“Online course has not been completed. Student will be rescheduled and allowed time to continue in the same online course for spring semester.”** If the student is not making progress and will be rescheduled for a different course, a WF must be recorded for first semester. If the student remains in the course, but does not successfully complete 75% of the course by the time the course expires, then the student will be granted a “WF” to be posted to the transcript.

7. If a student does not complete the online **credit recovery** course at the end of the fall semester term, the facilitating teacher will leave the grade blank and if the student is making progress, change the grade book comment to indicate, **“Online course has not been completed. Student will be rescheduled for same online course for spring semester.”** If the student is not making progress and will not be allowed to continue in the credit recovery course, no grade is entered in the grade book since a failing grade has already been recorded on the transcript from the original initial credit course.

## **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.

**Note:** Schools with questions should contact ...

-  Ben Hardee about course numbers
-  Kelly Gurney about PowerSchool implementation
-  Edi Cox or Tonya Pickett about online learning

**IMPORTANT!!!** In the grade book, the “actual” online initial-credit or credit recovery course will need only **one** assignment within the current quarter field. This grade will be 100% of the grade. If the course required on EOC exam, the final course grade must include the calculation for the EOC exam. Only a final grade will be entered in this assignment. Assignment entries must follow designated dates for the term.

APPENDIX



## **HCS Virtual “Quick Links” for Information**

- HCS Virtual Website for General Information  
[http://www.edline.net/pages/Horry\\_County\\_Virtual](http://www.edline.net/pages/Horry_County_Virtual)
- Maestro Log-In Page - HCS Virtual Student Information System for Student Account and Course Request Management - <https://maestro.horrycountyschools.net>
- HCS Virtual Academics Pages (includes current course offerings and program dates and deadlines) - [http://www.edline.net/pages/Horry\\_County\\_Virtual/Academics](http://www.edline.net/pages/Horry_County_Virtual/Academics)
- HCS Virtual Resources for School Guidance Counselors -  
[http://www.edline.net/pages/Horry\\_County\\_Virtual/Guidance](http://www.edline.net/pages/Horry_County_Virtual/Guidance)
- HCS Virtual Credit Recovery Course Offerings through Success Academy -  
[http://www.edline.net/files/\\_5CDRZ\\_/6cf370393e7f0b293745a49013852ec4/2014-15\\_SUCCESS\\_ACADEMY\\_Course\\_Grid\\_revised.pdf](http://www.edline.net/files/_5CDRZ_/6cf370393e7f0b293745a49013852ec4/2014-15_SUCCESS_ACADEMY_Course_Grid_revised.pdf)
- Success Academy Log-In Page – [www.SuccessAcademyvs.com](http://www.SuccessAcademyvs.com)
- VirtualSC Home Page - <https://virtualsc.org>
- VirtualSC Current Course Offerings - <https://virtualsc.org/current-course-offerings/>
- VirtualSC Dates and Deadline Page - <https://virtualsc.org/dates/>

## HCS Virtual Course Request Agreement

(Required for all online initial credit and credit recovery courses)

**IMPORTANT NOTE:** *Completed and signed agreement must be returned to the school guidance counselor prior to the approval of the student course request and must be retained in student file at the physical school.*

Student Name: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

Course(s) Requested: \_\_\_\_\_ Course Provider: \_\_\_\_\_

**Important:** Online courses are available to all HCS students, but it is important for students as well as parents/guardians to have a clear understanding of what is involved in online instruction and what it takes to be successful in an online course. Students should be highly motivated, good readers, technology proficient, self-disciplined, and well-organized. Students and parents/guardians are advised to meet with school guidance counselors to discuss online learning expectations and requirements in-depth prior to course enrollment.

**STUDENT COMMITMENT - As a student** enrolled in Horry County Virtual School you have made a strong commitment to perform in order to achieve academic success. Specifically, you are agreeing to the following.

1. I will abide by the district's most current **Internet Safety and Acceptable Use Policy** [http://www.horrycountyschools.net/about\\_us/board\\_of\\_education/district\\_policies/](http://www.horrycountyschools.net/about_us/board_of_education/district_policies/) and the HCS Virtual Academic Integrity Policy. I completely understand that HCS Virtual expects a full commitment to HCS Virtual Academic Integrity Policy (outlined on page 2 of this agreement) and the appropriate internet use from each student. I further understand that if an instructor confirms that I have violated this Academic Integrity Policy, I will be subject to the consequences articulated in the policy, and may be removed from the course with a failing grade. The HCS Virtual Academic Integrity Policy is printed in its entirety on Page 2 of this agreement. Students should read carefully and retain for their reference.
2. If my course has a pacing calendar, I will check the calendar at the start of each week to establish where I need to be by the end of a week. If my course is self-paced, I will abide by use time efficiently to complete the course no later than the established end date. I understand lessons must be completed and submitted at least weekly. I will complete all assignments according to established guidelines and dates. I understand falling behind pace and course inactivity could lead to me being administratively dropped, from my course, possibly with a grade penalty.
3. I will log-in, interact with the content, activities and assignments, and check email daily. The length of time I may need to spend at each log-in will vary with what I need to accomplish on that day or session. I understand that it is much easier to "keep up" than to "make up" assignments.
4. I understand that all lessons and exams must be completed by a specified date each semester for courses to be posted to my transcript. I understand that it is my responsibility to discuss this date with my school guidance counselor.
5. I will check e-mail daily for correspondence regarding the course and contact my instructor immediately if I have questions.
6. I understand that the SC Uniform Grading Policy applies to all online courses.
7. I will make arrangements with my school to take the EOCE for courses as required by the South Carolina Department of Education. The EOCE exam will count 20% of my final grade.
8. I will make arrangements with my school to have my exams administered in a proctored environment.

**PARENT COMMITMENT - By signing below** you are giving your child permission to enroll in HCS Virtual. You are agreeing to the following: If my student will be accessing their online course outside of the traditional school day, I will ensure my student has access to the Internet either at home or through a public institution (i.e. school or public library). I understand that hardware problems and/or computer virus problems are not the responsibility of the school district. I will ensure that the teacher is notified if a virus or other problem exists on the home computer.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**COURSE COMPLETION, GPA AND CLASS RANK - HCVS** courses will be posted to transcripts and added to GPA / class rank calculations at the completion of the semester in which the course is completed. If students are granted an extension that extends past the end of the school year, the course will be added over the summer and will not be included in the student's end of year GPA/class rank. This could affect scholarship eligibility and qualification.

**ADVISEMENT FOR STUDENT ATHLETES-** The NCAA has very strict guidelines regarding credit for courses taken online. Some online courses may not be approved by the NCAA. Before enrolling in any online class, be sure to consult with your high school's athletic director and your guidance counselor to determine if the online course that you are considering is approved for credit by the NCAA.

**Disclaimer:** Horry County Schools shall not be responsible or liable, either directly or indirectly, for any error, damage or loss caused by or in connection with use of or reliance on any content, goods, or services available on or through external web sites or other networking options that are beyond the control of the District. Horry County Schools is not responsible for the content found on these external web sites or for ongoing review of other sites. The inclusion of any link to such sites does not imply endorsement by Horry County Schools. Should you or your child decide to access linked third-party web sites through HCS curriculum, from home or from school, it is at one's own risk.

**COMPLETED COURSE REQUEST AGREEMENT DOES NOT GUARANTEE PLACEMENT IN A COURSE.**

CONTACT YOUR SCHOOL COUNSELOR WITH ANY QUESTIONS.

## HCS Virtual Academic Integrity Commitment

*(Students and parents should read carefully and retain for reference)*

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, Horry County Virtual School provides an online collaborative learning environment that promotes academic integrity. HCVS 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 HCVS expectations below reflect this commitment.

### Academic Integrity Policy

Prior to enrollment in any course offered through HCVS, 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 (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

### Consequences for Student Violations HCS Virtual Academic Integrity Policy

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

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