

# **SUCCESS ACADEMY**

---

and Content Recovery



Success Academy Operations Guide

HORRY COUNTY SCHOOLS/HCS VIRTUAL

# **Success Academy / Content Recovery Operations Guide**

---

Horry County School's Credit / Content Recovery Program

© HCS Virtual  
335 Four Mile Rd.  
PO Box 260005  
Conway, SC 29528  
Phone 843-488-6700

## Table of Contents

---

### Section 1: Personnel Duties/Responsibilities

HCS Virtual and Success Academy Overview

HCS Virtual Personnel

School Administration

School Director of Guidance

School Guidance Counselors

Success Academy Site Coordinator

Success Academy Classroom Facilitator

### Section 2: Participation Guidelines

Online Options and Selection Procedures

    Credit Recovery Eligibility and Guidelines

    Allowable Number of Credit Recovery Courses

    End-of-Course Test Requirements

    Initial Credit Eligibility

Course Fees

### Section 3: Enrollment Process for Success Academy

Reminders to obtain Course Request Agreement Form

Reminder to complete Success Academy Enrollment Form

### Section 4: Course Completion Policies and Procedures

Academic Integrity Policy and Procedural Requirements

Course Completion and Progress Monitoring Procedures

Course Completion Protocol

Academic Records

Transfers

HCS Virtual Withdrawal/Drop Policy

Requests for Online Course Extensions

    Guidelines for Acceptable Requests for Approval of Course Extensions

    Procedure for Requesting Course Extensions

### Section 5: PowerSchool Procedures

Scheduling Requirements

    Teacher of Record

    Attendance Place Holder

    Online Initial Credit or Credit Recovery *Actual* Course Schedule

Grading Requirements

### Section 6: Success Academy Classroom Facilitation Requirements

Success Academy Requirements

Academic Integrity

Communication

Monitoring Student Progress

### Section 7: Quarter Grade Replacement Option

Quarter Grade Replacement Overview and Guidelines

## Appendix

HCS Virtual/Success Academy  
Online Course Offerings for HCS  
Students

HCS Virtual: Course Request  
Agreement

Success Academy Enrollment Form


Success Academy Course  
Enrollment Form

Content Recovery / Quarter Grade  
Replacement Assignment Letter



**ICON KEY**

 Academic Records

 Important

Points

 Reminders

# Personnel Duties/Responsibilities

## Success Academy Overview

Success Academy is a program designed in partnership with local public schools to expand the access of challenging curricula through the delivery of high quality online course curriculum. This document outlines the guidelines for participation in Success Academy. 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’s Success Academy. 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.

- VirtualSC – the SC Department of Education’s Virtual School Program
- HCS Virtual courses
- Courses for which HCS VIRTUAL contracts with other approved providers
- The district’s approved online credit recovery program (Success Academy)

*This Operations/Registration Guide applies to*

- The district’s approved online credit recovery program (Success Academy)

## HCS Virtual Personnel Responsibilities for Success Academy

HCS Virtual 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 /Success Academy 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. develop and implement policy that includes rules, regulations and processes for Success Academy
5. provide schools with information regarding course registration processes and any funding implications.
6. review overall student and course progress information.

## School Administration Responsibilities

School administration will...

1. be responsible for the implementation of Success Academy at their schools.  
Specific duties include:
2. designate a school level 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 Success Academy 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 Success Academy.
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. review a school-wide report provided by the Success Academy classroom facilitator and/or coordinator detailing individual student progress for students enrolled in Success Academy courses (to be conducted every two weeks).

## School Director of Guidance Responsibilities

School director of guidance will...

1. recommend students for Success Academy based on teacher consultation, graduation requirements and established district procedures for Success Academy and HCS Virtual.
2. work with other guidance counselors in the department to ensure students are recommended for online courses and/or credit recovery courses based on teacher consultation, graduation requirements and established district procedures for Success Academy.
3. secure and maintain a signed parent permission form (HCS Virtual /Success Academy Parent Permission Form) prior to enrollment in online courses (found in the appendix and posted online at the HCS Virtual website)
4. communicate with the Success Academy site coordinator and lab facilitator to ensure proper student course placement.
5. communicate HCS Virtual /Success Academy 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.
6. ensure that PowerSchool schedules and grading practices are consistent with procedures outlined in this document.
7. enroll students in Success Academy courses by adding appropriate courses to the student schedule in PowerSchool and completing the enrollment form (found in Appendix) and sending it to the Success Academy Site Coordinator (A copy of this form must be kept by the Success Academy Site Coordinator and the guidance department.).

## School Guidance Counselor Responsibilities

School guidance counselors will...

1. collaborate with the school administrative team to create a flexible master schedule with opportunities for student movement.
1. communicate with Success Academy site coordinator 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.
2. verify that accurate final grades for online courses are recorded on student transcripts.
3. communicate HCS Virtual /Success Academy 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.

4. communicate HCS Virtual /Success Academy 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. 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.
6. enroll students in Success Academy courses by adding appropriate courses to the student schedule in PowerSchool and completing the enrollment form (found in Appendix) and sending it to the Success Academy Site Coordinator (A copy of this form must be kept by the Success Academy Site Coordinator and the guidance department.).
7. secure and maintain a signed parent permission form (HCS Virtual /Success Academy Parent Permission Form prior to enrollment in online courses (found in the appendix and posted online at the HCS Virtual website)

**New—Site**  
Coordinators are not to enroll any students in a Success Academy course before receiving a completed enrollment form (found in Appendix) from the school guidance office and checking to ensure matching courses are displayed on the student schedule in PowerSchool!

### Success Academy Site Coordinator

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

The Site Coordinator will:

1. communicate with students, parents/guardians, classroom facilitators, 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, concerning student progress or inactivity.
2. add students to appropriate Success Academy courses after courses have been added to the student schedule in PowerSchool and the enrollment form (found in Appendix) has been completed, signed and sent to the site coordinator by the guidance department. (A copy of this form must be

kept by the Success Academy site coordinator and the guidance department.).

3. maintain student enrollments in the appropriate courses in Success Academy.
4. communicate with students, parents/guardians, classroom facilitators, 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, concerning student progress or inactivity.
5. add students to appropriate Success Academy courses after courses have been added to the student schedule in PowerSchool and the enrollment form (found in Appendix) has been completed, signed and sent to the site coordinator by the guidance department. (A copy of this form must be kept by the Success Academy site coordinator and the guidance department.).
6. maintain student enrollments in the appropriate courses in Success Academy.
7. assign students in the same course to the same classroom facilitator (if your school uses multiple Success Academy classroom facilitators they should be assigned by course).
8. ensure the integrity of the program by monitoring when assessments are available to individual student.
9. serve as the school level expert and trainer in using Success Academy.
10. serve as the liaison between the classroom facilitator and teachers of record as needed.
11. maintain a clean and accurate records database in the Success Academy system by working with the classroom facilitator in monitoring reports.
12. review weekly update from Success Academy classroom facilitators and work with stakeholders to resolve issues. Contact school administration, school guidance department, and HCS Virtual as appropriate.

### Success Academy 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 school-based Success Academy classroom facilitator along with the school-based site coordinator will manage all user accounts and classrooms for their specific school. The Success Academy classroom facilitator will...

1. maintain student enrollment.
2. facilitate students in the courses assigned to you if more than one Success Academy facilitator is used in your school (if you school uses multiple Success Academy classroom facilitators they should be assigned by course).
3. generate student progress reports as directed by the school administration.



4. provide teacher training and support for Success Academy.
5. provide a student-centered learning experience to participants in the learning program.
6. communicate with parents, guidance, and school administrators regarding student progress.

**Reminder**—Don't forget to communicate with parents/guardians, school administration, and guidance counselors concerning student progress.

**NOTE:** A student progress report is required to be submitted to school administration every two weeks.

7. prepare substitute plans in case of illness, power outage, or network outage.
8. provide the school administration with a school-wide report of individual student progress every two weeks.
9. Record final grades in PowerSchool, according to the procedures outlined in this document and according to administration timelines, for all courses/students assigned to you as teacher of record.


## Participation Guidelines for Success Academy

---

**ICON KEY**


---

 Academic Records

 Important  
Points

 Reminders

---

**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 and informing students and parents/guardians of NCAA guidelines relating to online courses prior to approving any students for enrollment in online courses or submitting requests for enrollment to the Success Academy Site Coordinator for Success Academy courses.

### Online Options and Selection Procedures

Counselors should utilize the Success Academy course list 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

### 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 approval from the school athletic director and school counselor 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.

### **End-of-Course Test Requirements**

Credit recovery “courses” cover only a part of the standards upon which state end-of-course tests are based; consequently, the student will not complete the state end-of-course test again.

In contrast, a student who retakes a full course, thus repeating all the curriculum standards, is required to take a state end-of-course test if such a test is required by the state for that particular course.

Students who took an EOC course (i.e., English I, Algebra I, Intermediate Algebra, Biology, and/or U.S. History), who failed the EOCT course, but who did not take the state-required end-of-course test are **NOT** eligible to take the failed course through credit recovery/Success Academy. The student will be required to repeat the entire course with all curriculum standards and then take the state-required end-of-course test.

To take an EOC course via credit recovery, the student must have received a grade on the appropriate state end-of-course test (a grade which may range from 0-100), and the student’s grade must be reported by the state on the school’s end-of-course testing roster.

PowerSchool procedures for online credit recovery courses are outlined in this operations guide in Section 4.

### **Initial Credit Eligibility**

Enrollment in Success Academy **initial-credit** courses should only be considered once the following options have been exhausted (in order):

1. Face-to-face-classroom
2. Virtual SC 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)

*Note: The online course start date will be the student's first login date.*




## Course Fees

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

## Enrollment Process for Success Academy

### ICON KEY

 Academic Records

 Important  
Points

 Reminders

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.



\*Be advised that it is the base school's responsibility (HCS Virtual Site Coordinator and Lead 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: Don't forget about the Course Request Agreement and the Success Academy Course Enrollment form.***



### Enrolling Students in Success Academy Courses

✓ Prior to enrollment in any online course, including Success Academy courses, students must submit a completed Course Request Agreement (found in the appendix and posted online at the HCS Virtual website). HCS Virtual Site Coordinators and lead guidance counselors are responsible for securing a completed Course Request Agreement prior to approving any students for enrollment in any online courses or submitting requests for enrollment to the Success Academy Site Coordinator.

✓ Guidance Counselors should add the Attendance Placeholder and specific Success Academy course(s) to the student's schedule in PowerSchool. \*Directions for setting up attendance placeholders and courses in PowerSchool can be found in Section 5 of this Operations Guide. \*Remember, students should *NOT* be enrolled in more than two (2) Success Academy Courses simultaneously without prior approval from the principal and HCS Virtual. *Note: Don't forget to inform students, parents/guardians of NCAA regulations concerning credit recovery courses.*

✓ Guidance Counselors will complete a Success Academy Course Enrollment form listing each course the student should be enrolled in and submit the

completed form to the Success Academy Site Coordinator, so that he/she can add the student to the appropriate Success Academy Course.

- ✓ The Success Academy Site Coordinator will add the student to the specified courses on the Success Academy Course Enrollment form, complete the bottom half of the form, make a copy of the form for his/her records, and submit the original form to the guidance counselor requesting enrollment for the student. \*Don't forget to communicate enrollment details with the Success Academy Classroom Facilitator and Teacher of Record. \*Additional instructions and explanation of teacher of record found in this Operations Guide in Section 5: PowerSchool Procedures.

# Course Completion Policies and Procedures

**ICON KEY**


---

 Academic Records
 

---

 Important
 

---

Points
 

---

 Reminders
 

---



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

## 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 as a part of the Course Request Agreement 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

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



### Consequences for Student Violations

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

## Procedural Requirements:

- ✓ Predetermined assessments are required to be proctored.
- ✓ 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 workstation 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 device to take the exam, not searching for answers to questions utilizing Internet sources.
  - Have the student logon to the device and access the appropriate page for the exam.
  - 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.

## 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.
2. Two weeks prior to the end of each semester, Success Academy classroom facilitators, site coordinators, and guidance counselors are required to review student progress to determine possible and legitimate need for extensions and request approval from his/her building principal.
3. Students must be progressing successfully according to the online pacing guide before they are recommended for additional courses.
4. Students must complete all courses before HCS Virtual's stated deadline each year in order to graduate in June.
5. Student/guardians are responsible for online access from home if this is required to successfully complete the course.

## Course Completion Protocol

**Success Academy Site Coordinators** are responsible for ensuring the following protocols are communicated to classroom facilitators, administration, guidance counselors, and data quality clerks. Protocols outlined below are imperative to keeping student and school records accurate.



IT IS IMPERATIVE THAT YOU FOLLOW THE FOLLOWING STEPS TO ENSURE ACCURATE REPORTING FOR YOU AND YOUR SCHOOL.

1. **Success Academy Classroom Facilitators, along with Success Academy Site Coordinators** should ensure that all **legitimately completed** enrollments have Final Grades entered in PowerSchool.
  - A. Generate the student grade report in the Success Academy system.
  - B. Review the student’s “Relative Grade” to determine if it 60 or greater.
  - C. If a student passes the credit recovery course with a “RELATIVE” grade of 60 or higher, the passing grade is entered as a “P” in the PowerSchool Gradebook. If a student fails the credit recovery course, the failing grade is entered as an “NP” as the final grade.
  - D. **This P or NP should be entered immediately upon course completion into the PowerSchool grade book. Do not wait until grades are due in PowerSchool.**

## 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.**



Interim and nine-week grades for online courses will not be reported in PowerSchool since each student may work at a different pace. Final course grades will be posted as soon as a student completes a course.

*It is the responsibility of students/parents to be informed of the SC Uniform Grading Policy, as well as HCS Virtual Policies and Procedures.*



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.

## 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:

- For initial credit only, newly enrolled students have ten (10) days to drop a course without being penalized.
- For initial credit only, 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 Success Academy Initial Credit 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.



**NOTE:**

**For Initial Credit ONLY, a WF must be recorded on the student transcript for a course dropped as a WF. HCS Virtual Site Coordinators/Lead Counselors are responsible for ensuring this academic record keeping procedure is carried out as outlined in the SC Uniform Grading Policy. If a student remains active in the Success Academy Initial Credit course, and has completed less than 75% of the course by the time the course expires, then the student will receive a “WF” to be posted to the transcript.**

**Note:**

**Enrollment in the Success Academy Credit Recovery Program is a privilege; therefore, students should not be allowed to be inactive in courses without the consequence of withdrawal from courses.**



# PowerSchool Procedures for Success Academy


---

**ICON KEY**


---

 Academic Records
 

---

 Important
 

---

Points
 

---

 Reminders
 

---

## 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

All initial credit courses offered through Success Academy must have a certified teacher in the course subject area designated as the teacher of record.

#### Credit Recovery

All credit recovery courses may have other personnel as the teacher of record; however, HCS Virtual recommends the Success Academy Classroom Facilitator (if a certified teacher) 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 “GeometryCR-SA1.” If you need an additional section, the next section title for Success Academy Geometry, would be “GeometryCR-SA2.”

Please use the following section titles...

For Virtual SC Courses	Specific Course Name- VSC Section #	Geometry CR-VSC1 Geometry CR-VSC2 Geometry CR-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 #	Geometry CR-SA1 Geometry CR-SA2 Geometry CR-SA3

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.
5. 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 course number for the course. These section(s) can utilize the same period number outside of the regular school day. Students taking initial credit courses through HCS Virtual will be scheduled in the appropriate course section, based on the sections list distributed by the HCS Office of Online Learning, using the procedures outlined below.



### 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.


- As stipulated in the SC Uniform Grading Policy (2017), a course with the appropriate activity code, grade scale designation, and unit marker will be entered on the student record (i.e. 3024CRCWEnglish 1 – CR.) Schools should use the credit recovery assigned course numbers for the purposes of scheduling Success Academy courses.
- Each section will be marked with the appropriate **Instruction Type** as indicated below.

Course Provider	Instructional Type
Course is provided by HCS Virtual through Success Academy and is <b>credit recovery</b>	E : Online Out-of-State

<p>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.)</p>	<p>E: Online Out-of-State</p>
--	-------------------------------

4. 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.
5. 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.
6. 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.**

- 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 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.






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.

# Success Academy Classroom Facilitation Requirements

---

**ICON KEY**


---

 Academic Records
 

---

 Important
 

---

Points
 

---

 Reminders
 

---

**New**—Site Coordinators are not to enroll any students in a Success Academy course before receiving a completed enrollment form (found in Appendix) from the school guidance office and checking to ensure matching courses are displayed on the student schedule in PowerSchool!

## Success Academy Classroom Preparation

Before students arrive, classroom facilitators should complete the following steps:

- Organize the Success Academy classroom designating several workstations where students will take proctored exams.
- Set start and end dates so that the first scored assignment is due within the first week of the program and the requested end date for all assignments is at least one week before the end of the semester. Teachers may set due dates individually for students who enter the course after the 5<sup>th</sup> day of the semester.
- Set up processes to allow counselors and/or teachers to receive the weekly student progress information.

## The First Day Student Orientation

On the first day, classroom facilitators should include the following instruction:

1. Conduct the Student Orientation
  - a. Explain classroom policies and procedures.
2. Watch the orientation video with students or have them complete independently. The video can be found under the “Support” tab, by selecting the Video Training Library. In the search box, type “orientation”, and click to engage the “Introduction to the Virtual World Video”.
3. Show students how to find the “Introducing Students to Edgenuity” Orientation Guide.

4. If students will be working from home computers, show them how to access the “Troubleshooting Tips for Accessing Edgenuity At Home”, under the support tab.
5. Explain your Motivational Support System (examples could include, Student Wall of Fame, Announcements, etc).
6. Explain the HCS Virtual Academic Integrity Policy and school-based policy on cheating or academic dishonesty. Explain that students are NOT allowed to visit Google answers, Yahoo answers, or any other outside website.
7. Set up parents/guardians/teachers as coaches to receive an automated progress information.

Explain and ensure students are following the process below to complete a unit of study:

1. Teachers must monitor students as they complete unit tests and cumulative midterm and final exams. Teachers should designate specific workstations in the classroom for students to complete these proctored tests.
2. Teachers must **lock** the student’s test before the student enters a non-proctored environment. It is a best practice to **relock** the test as soon as the student begins the test. This will not kick them out.

To ensure mastery-based learning:

Students must achieve at least a **60 %** on a quiz or the student is locked out and teacher intervention is required. Before the teacher resets a quiz or test, the student must be required to review content again for that lesson. **The teacher must not reset a quiz or test more than one time.**

Teachers may use their discretion in choosing from the following options for progressing students past un-mastered assessments:

- \*\*\*If the teacher resets a **quiz** and the student does not receive a passing score, the teacher should **permit progress** to the next block of course content without changing the assessment score.

### Monitoring Student Progress

Teachers will primarily rely on the dashboard, session logs, and individual progress reports to monitor student progress. Specific information about each of these progress monitoring tools should be used may be accessed at the link below.

<http://ecommunity.education2020.com/edgenuity-reports-overview/>

# HCS Virtual Content Recovery

---

**ICON KEY**


---

 Academic Records

 Important

---

 Points

 Reminders

 URL Link
 

---

**New**—Classroom teachers can now use digital curriculum to allow students to recover failing grades within a course. Teachers can complete the *Quarter Grade Replacement Option Assignment Letter* (found in Appendix) to assist struggling students in getting back on track toward course completion and success.

## Content Recovery Option for Classroom Teachers







In addition to providing whole unit recovery, HCS Virtual can provide classroom teachers with digital curriculum to provide support in re-teaching concepts when students have been unsuccessful in a specific unit(s) of study. This process allows teachers to employ the use of content recovery to assist them in reaching students who may have missed key elements necessary to display mastery within a course. Teachers who choose to utilize the Content Recovery Grade Replacement Option can use Success Academy content to replace a students' original failing unit / lesson grade(s) with those the student has earned in the corresponding Success Academy unit / lesson, provided the student passes with at least 60% mastery. This option will be made available to classroom teachers the last two weeks of each quarter, prior to the submission of quarter grades.

Classroom teachers should either consult the Success Academy course outlines, or request preview access to the Success Academy course to identify the specific lessons or modules that students need to complete to qualify for grade replacement. It is the belief of HCS

Virtual that appropriate use of Content Recovery could prevent student course failure and decrease the need for students to have to enroll in total credit recovery. Students are limited to the replacement of up to 5 grades per quarter as determined by the teacher; students who need to replace more than the 5 allowed replacement grades should consider recovering the full course.

Teachers who choose to utilize Quarter Grade Replacement Option should also make sure that they consider the following important points in their utilization of this resource for their students.

## **Content Recovery Eligibility & Guidelines**

-  Students wishing to participate in content recovery must do so prior to the end of the course and before final grades are stored and recorded.
-  Students wishing to participate in content recovery must do so at the same level of course rigor.
-  Students may be denied or removed from content recovery at the discretion of the classroom teacher.
-  Schools will communicate content recovery opportunities to students, parents and staff.
-  The content recovery option will be made available at a minimum the last two weeks of each quarter prior to the submission of that quarter's grades. Grades from previous quarters should not be altered, once they have been stored in PowerSchool.
-  Students are limited to the replacement of up to 5 grades per quarter, per course, as determined by the teacher.

## **Helping Students Realize the Goal**

Teachers should explain to students that their participation in the Content Recovery is an attempt to help them master course content and ultimately prevent course failure. They should be reminded that the opportunity for grade replacement is a privilege and that their misconduct or lack of progress could result in being dropped from the program and a future loss of the privilege. Students will have the last two weeks of the quarter participate in the option and complete the assigned lessons/modules with at least 60% mastery. Once they accomplish this task, their grades on the assigned activities can be utilized by their teacher to replace their original failing grades for those lessons, and be averaged into their overall course average. Students should be reminded of their agreement to adhere to the district's Academic Integrity Policy, as well as the district's Acceptable Use policy.



**HCS Virtual Quarter Grade Replacement Option Student Assignment Letter** – This letter is given to the student by the classroom teacher to inform the student of the Grade Replacement Option and outlines his/her specific assignment

APPENDIX

---

## 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 HCS Virtual 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** – HCS Virtual 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, 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

### 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



## Enrollment in Success Academy

### Course Enrollment Form

Requested by (Counselor):

Date:

#### Required Information

Student Name:

Student Assigned Counselor:

Student PowerSchool ID:

Student Grade Level:

Success Academy Course 1 Name:

Success Academy Course 1 Name:

*Check appropriate course type:*

Credit Recovery

Initial Credit

*Check appropriate course type:*

Credit Recovery

Initial Credit

Success Academy Classroom Facilitator Name:

Success Academy Facilitator Name:

Teacher of Record's Name:

(if different from classroom facilitator)

Teacher of Record's Name:

(if different from classroom facilitator)

*Initial to confirm completion of the following:*

\_\_\_\_\_ The course(s) above has been entered onto the student's schedule in PowerSchool on the following date:

\_\_\_\_\_ The student and parent/guardian have signed and turned in the Course Agreement form required for enrollment in HCS Virtual.

*Check if student has any of the following plans:*

IEP OR  504 OR  ESL Accommodations

*Initial to confirm completion of the following:*

\_\_\_\_\_ Student's IEP/504/ESL case manager has been informed of placement in course.

#### Success Academy Site Coordinator Use Only

By completing the information below, you are confirming that the above named student has been placed by you in the Success Academy course requested and his/her Success Academy Classroom Facilitator and Teacher of Record have been informed of this placement.

Name

Title

Email

Contact Number

Approval Signature

Date

## HCS Virtual Quarter Grade Replacement Option Assignment

---

Dear Student,

Over the course of the quarter, you have been unsuccessful in a unit/units of study containing specific content from this course. As a result, you are being given an opportunity to re-learn content from that unit / units. You will be allowed the opportunity to use a digital curriculum to help you learn the content and demonstrate mastery. Success Academy is a web-based instructional program, which is aligned to state standards. Your assignment(s) is outlined below and can be accessed via the internet, at a website that I will provide for you. You will have two weeks from the time of enrollment in the required activities to complete with at least 60% proficiency in order to replace the original failing assignment grade(s) with the replacement grade(s), at the discretion of your teacher. While you may be able to work on your replacement assignment periodically at school, you may also have to access it from home to finish in the time allotted. It is our hope that by utilizing this remediation option, we can work together to get you back on track and on the way to successful course completion.

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

### Grade Replacement Assignment Information

Course Name: \_\_\_\_\_

Quarter 1     Quarter 2     Quarter 3     Quarter 4

Module / Lesson _____ :		
Activity Name	Activity Details	Documents

*\*Note - Replacement assignment(s) must be completed within two weeks of enrollment and with at least 60% proficiency in order to qualify as grade replacement options. Grades will be replaced at the discretion of the teacher.*

© HCS Virtual  
335 Four Mile Rd.  
PO Box 260005  
Conway, SC 29528  
Phone 843-488-6700