



The Georgia Credit Recovery Program Student Handbook

Table of Contents

<i>Current Course Offerings</i>	3
<i>Course Fees</i>	3
Public School Students	3
Private School Students	3
<i>Enrollment Policies</i>	3
How do I enroll in a CR course?	3
Once enrolled in a course...	3
Refund Policy	3
<i>NCAA</i>	3
<i>Special Education and Accommodations</i>	4
<i>Student Expectations</i>	4
<i>Course Materials</i>	4
<i>Testing Requirements</i>	4
Georgia Milestones End of Course (EOC) Assessments	4
<i>Accessing and Turning in Assignments</i>	5
Getting Started	5
How do I work through my course?	5
Submitting Pre-Tests, Post-Tests, & Final Exams	6
English Language Arts Essay Dropboxes	6
<i>Keeping Track of Your Progress</i>	6
Grades	6
Essay Grading Turnaround Time	7
Course Expiration Date	7
<i>Site Coordinator</i>	7

What is a Site Coordinator?	7
When should I contact my site coordinator?	8
<i>Student Code of Conduct</i>	8
<i>Stakeholder Expectations</i>	8
Student Expectations	8
Parent/Guardian Expectations	8
Site Coordinator Expectations	9
<i>Behavioral Expectations</i>	9
<i>Academic Integrity and Expectations</i>	9
Discipline Levels	11

Current Course Offerings

The Georgia Credit Recovery Program is constantly expanding the course offerings list, and the most current list can be obtained here: <http://www.gacreditrecovery.org/CourseInfo.aspx>

Course Fees

Public School Students

All first-time enrollments are free to public school students. Should a re-enrollment be required, a \$25 fee will be incurred.

Private School Students

All enrollments are \$100 per half credit. Re-enrollments are also \$100 per half credit.

Enrollment Policies

Credit Recovery is only available to students enrolled in a participating Georgia public or private high school. Additionally, students must have previously failed the same course they wish to enroll in.

How do I enroll in a CR course?

Please contact the Credit Recovery site coordinator at your local school. The school site coordinator must enroll students into a course.

Once enrolled in a course...

- You have 26 weeks to complete your course. Please adhere to the specific guidelines established by your local school.
- Contact your site coordinator for all course questions, technical issues, and scheduling of the EOC.

Refund Policy

There are no refunds for GaCR for either public or private school students; however, re-enrollment fees will be waived if a student is withdrawn within 5 school days from the date of re-enrollment.

NCAA

The NCAA does not accept The Credit Recovery Program course credits for its student athletes. However, Ga Virtual School credits will still be accepted by the NCAA. Please visit their website to apply for courses: <http://gavirtualschool.org/>. The new rule can be read at www.eligibilitycenter.org. Click the “High Schools Enter Here” link and then the “Resources” page.

Special Education and Accommodations

Many of the accommodations normally found in an IEP or 504 Plan are naturally handled in the design of The Credit Recovery Program's courses, for example:

- Several times the original amount of time allowed for post-tests in order to accommodate the needs of many learners
- All notes and lessons are included in the courses via the *Content* pages
- The structure of CR courses allows students to do as little or as much as they need to prepare for unit post-tests.
- Students have the ability to work at their own pace within the 26-week timeframe.

Accommodations beyond what are already integrated into the courses must be provided by the local school.

Student Expectations

Students have 26 weeks to complete Credit Recovery courses. If the course is not completed within the 26-week timeframe, students can re-enroll for a \$25 fee. Please note: if you are re-enrolled in a course, the course will start over from the beginning. You will not be able to pick up where you left off in the previous enrollment.

Course Materials

Online coursework may contain material used in compliance with U.S. Copyright Law. Under the law, materials may not be downloaded, saved, revised, copied, or distributed without permission. These materials are to be used for course instruction only and are limited to the duration of this course.

Testing Requirements

[Georgia Milestones End of Course \(EOC\) Assessments](#)

Georgia Milestones End of Course (EOC) assessments (formerly known as End of Course Tests or EOCTs) are required by the state of Georgia in some courses. Public school students enrolled in and/or receiving credit for one of these courses, regardless of grade level, are required to take the Georgia Milestone assessment upon completion of the course. This includes middle school students completing a course associated with a Georgia Milestones EOC assessment, regardless of whether they are receiving high school credit. The results of the EOC assessments will serve as the final exam in each course, contributing to the student's final course grade. Students enrolling into a public school from non-accredited programs are required to take and pass the Georgia Milestones EOC assessment prior to receiving credit for the course. It is the student's and parent's responsibility to contact the school or district for testing arrangements.

The courses that require the Georgia Milestone EOC assessments are as follows:

- 9th Lit/Comp
- American Lit/Comp
- Biology
- Physical Science
- Accelerated GSE Algebra I/Geometry A
- Accelerated GSE Geometry B/Algebra II
- GSE Algebra I
- GSE Geometry
- Economics
- US History

A Georgia Milestone EOC assessment grade may only count in one course. Also, if a student is taking the course a second time, the first Georgia Milestone EOC assessment score cannot be counted as the Georgia Milestone EOC assessment grade.

Non-public and out of state students are not required to take the Georgia Milestone EOC assessment. Instead, those students will take a final exam inside the course. However, be aware that if a non-public or out of state student transfers from a non-accredited program to a Georgia public high school, all Georgia Milestone EOC assessments must be taken and passed to receive credit for the course and meet graduation requirements.

Accessing and Turning in Assignments

Getting Started

Once you have been enrolled in a Credit Recovery course, you will log in and then click on “My CR Classes”. This will take you to the homepage for Credit Recovery. Your course(s) are linked on the right-hand-side of the screen. Click on your course link and read the course homepage. Everything you need to successfully complete your course is located in *Content*. Click on the *Content* link, read the *Welcome to Credit Recovery!* Introductory unit.

How do I work through my course?

1. Read the welcome and course overview.
2. Take the unit one pretest.
3. If you score an 70% or higher on the pre-test, you do not have to work through all of the content and practice assignments (Skip to #5).
4. If you score lower than an 70%, you must work through all content within the unit.
5. Take the unit post-test. You must score 70% or higher on the post-test to move on to the next unit.

Submitting Pre-Tests, Post-Tests, & Final Exams

Before submitting your post-tests, make sure you have completed the test to the best of your ability. The post-test will be automatically graded upon submission. If technical issues arise,

please contact your site coordinator immediately. It is your responsibility to secure and protect files/documents to ensure other students do not have access to them.

All of the links to the pre- and post-tests are located within the content. However, you can also access the pre- and post-tests via the “Quizzes” Link in the top navigation bar.

Note: Make sure you are ready to take your post-test or final exam when you enter it. You have three opportunities to submit your best work on each post-test and each post-test is timed. You only have one opportunity on each pre-test, and while this item is not a graded item, you should do your best in order to truly gauge your knowledge.

English Language Arts Essay Dropboxes

If you are enrolled in an English Language Arts course, you will have one (A or B courses) or two (AB courses) essays to submit within the 26-week timeframe. The essay prompts are located in the content under “Required Essay”. Please read the “Required Essay Introduction”. This intro provides detailed instructions and helpful links for writing an exemplary essay.

Once you have read the instructions in the intro, please click on the next link, which contains the actual essay prompt(s). Some courses will have more than one prompt. If this is the case, it is best to prepare both prompts for submission as you will not know which topic you will receive. When you are ready to submit your essay, click on “Submit My Essay” link. This will take you to a dropbox. You will load your essay directly into the dropbox.

Essays should be written using Microsoft Word, Google Docs or other word processing software. Your essay should adhere to MLA format (shown in the Required Essay link). Your file must be submitted as a .DOC (MS Word document) or .PDF file. Do not load a link to your essay. You must load the actual file.

You only have one attempt at each essay. Please submit your best work the first time.

Keeping Track of Your Progress

Grades

Post-test grades, final exam grades, and course averages can be accessed through the course grade book. To access the grade book, click on the Grades link located in the navigation bar. All grades will be kept current by your online instructor. If you have any questions about your grades, average, or course progress, contact your instructor immediately.

There are four types of assignments that may be submitted:

- Pre-tests
 - Non-graded item
 - Must be submitted to enter the content for that unit and to proceed to the post-test

- Post-tests
 - Graded-item
 - 80% of your final average
 - You have three attempts on each post-test
- ELA Course ONLY
 - Graded-item
 - One or two essays, depending on the course
 - Averages in with the post-test grades
 - You only have one submission per enrollment
 - Essays cannot be reset
- Final Exam
 - Graded-item
 - 20% of your final average
 - You only have one attempt at each final exam
 - Final exams cannot be reset

Essay Grading Turnaround Time

All English Language Arts courses require either one or two essays depending on if the student is enrolled in an AB or A or B course. It is imperative that all students submit their essays at least two weeks prior to the semester ending to ensure their essays before the end of the semester. During high volume periods (the end of each semester), please allow 7 to 10 school days for essays to be graded. During regular volume times, please allow 5 to 7 school days for essays to be graded. If an essay has not been graded in this time period, please contact the Supervisor of Credit Recovery, Kristen Shepherd, kristen.shepherd@gavirutalschool.org

Course Expiration Date

You have 26 weeks to complete your Credit Recovery course. You can find your course expiration date on the main blue page after you first log into Credit Recovery. Click on “CR Enrollments” to view your Enrollment Dates and Course Expiration Dates.

Site Coordinator

What is a Site Coordinator?

Your site coordinator may be a teacher, counselor, media specialist, or administrator at your school who works with the credit recovery team to provide you with face-to-face support. To locate the name of your site coordinator, please go to “CR Enrollments” on the main blue page after you first log in. Your site coordinator enrolls you in the credit recovery courses you need and may provide you with necessary technical and academic guidance and resources. Your site coordinator is also responsible for proctoring all of your post-tests and final exams as well as coordinating all required tests associated with your course. They also act as the liaison between you and The Georgia Credit Recovery Program.

If you have questions concerning on-site resources, course navigation, testing, course credit, or communication, your site coordinator is the person to ask.

When should I contact my site coordinator?

- I think I might be in the wrong course.
- I can't remember my username or password.
- I think a question on one of my post-tests was scored incorrectly.
- I don't know how to submit my pre-tests, post-tests, essays, or final exams.
- I need access to a computer to complete my work.
- I need to schedule my post-test, final exam, or Georgia Milestone EOC.
- I need my post-test reset.
- I'm not sure of my expiration date.
- I think I need to withdraw.

Student Code of Conduct

Georgia Virtual Learning believes school is an appropriate setting for all children and youth. The ***Student Code of Conduct*** is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the ***Code*** are designed to serve as learning experiences for students.

The ***Student Code of Conduct*** includes those behaviors having disciplinary actions and/or intervention strategies that shall be carried out by the Georgia Virtual Learning administrators, and/or the student's local school. The ***Code*** applies to conduct in the learning management system or any form of communication whether written or oral.

Compliance with the ***Student Code of Conduct*** is expected of all students. This ***Student Code of Conduct*** applies to all students attending Georgia Virtual Learning.

Stakeholder Expectations

Student Expectations

1. Behave in a respectful, responsible, and safe manner;
2. Abide by expectations, guidelines, rules and regulations established by Georgia Virtual Learning; and
3. Hold him or herself to a high standard of academic effort and achievement.

Parent/Guardian Expectations

1. Set an example of respecting the worth of other persons;
2. Present to school officials any concern in a calm, respectful, and reasoned manner;
3. Review school expectations, guidelines, rules and regulations with student and family members;
4. Collaborate with school officials; and

5. Seek help from Georgia Virtual Learning, and if applicable the local school, when necessary to support a student's achievement.

Site Coordinator Expectations

1. Set an example of respecting the worth of other persons;
2. Review and be knowledgeable of Georgia Virtual Learning's expectations, guidelines, rules, and policies;
3. Collaborate with school officials; and
4. Seek help from Georgia Virtual Learning, when necessary to support a student's achievement;
5. Consistently enforce Georgia Virtual Learning expectations and the Code of Conduct.

Behavioral Expectations

Students in a "virtual building" need to follow certain rules. As a Georgia Virtual Learning student, you must conduct yourself with the highest standards of honesty and integrity. You should conduct yourself in an appropriate and respectful manner, so as not to interfere with the rights of another student to learn and to contribute to a safe and orderly environment that is conducive to learning. Communication with GaCR staff and students should never be damaging, abusive, offensive, or contain inappropriate words or topics of conversation. All assignment submissions must contain school appropriate topics and should never be obscene, lewd, profane, offensive, indecent, sexually specific, or pornographic.

The following acts will not be tolerated.

- Computer crimes
- Damaging computer programs
- Hacking
- Constructing viruses
- Introducing viruses into a system
- Copying programs
- Accessing, sending, creating or posting material or communication that is damaging; abusive; obscene, lewd, profane, offensive, indecent, sexually explicit, or pornographic; threatening or demeaning to another person;
- Harassing and/or bullying.

Academic Integrity and Expectations

Academic integrity is a fundamental component of teaching and learning. Maintaining high standards of academic integrity ensures the sustainability of the educational process. Therefore, students are expected to commit to and be responsible for demonstrating the five fundamental components, even in the face of adversity:

1· Honesty 2· Trust 3· Fairness 4· Respect 5· Responsibility

All work must be original and entirely the student's own work without any outside help. While taking assessments or completing written assignments, students will not confer, either in person or through electronic communication, with other students, parents, family members, facilitators, tutors or acquaintances. While taking assessments or completing written assignments, students may not use any textbooks, references, or other materials/outside sources (printed or electronic). Assignments that require documentation and/or references must adhere to guidelines presented in the course. When in doubt, clarify with your site coordinator before beginning an assignment or submitting it.

The following activities are examples of some, but not all, acts that show a lack of academic integrity:

- Cheating (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work). The use of online translators or any other type of assistance on graded assignments i.e. dropbox assignments, quizzes, and tests is considered cheating, UNLESS the specific assessment directions inform you of exceptions. Cheating includes copying another student's work and submitting it as your own or sharing your work with another student.
- Collusion;
- Falsification and/or misrepresentation of data to include submitting documents, records, or assessments that is falsified, invented, or contains fictitious data, results, or sources.
- Lying;
- Plagiarism (representing another person's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source);
- Alteration of materials;
- Forgery;
- Performing work or taking an examination for another student;
- Providing or using external assistance relating to an examination, test, quiz, or daily assignment, without the expressed permission of the teacher, including looking at another student's work, sharing answers, or copying another student's work or any act designed to give unfair academic advantage to the student;
- Completing post-tests and/or final exams at home;
- Submitting work through the use of another person's password/login is considered dishonest behavior. Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student's login will be considered plagiarism. Allowing another person, even a family member, to use your login and submit work on your behalf is also considered to be dishonest behavior;
- Submitting your own work from another course or previous semester and presenting it as work that was completed for the current course.
- Academic honesty is very important to your success as an online learner. Students who fail to comply will be dealt with according to GaCR policy as stated below.

Discipline Levels

- **Level I:** Level I discipline is used for minor acts of misconduct which interfere with the good order of the school.
- **Level II:** Level II discipline is used for intermediate acts of misconduct or repeat level I infractions which interfere with the good order of the school. Following appropriate teacher intervention, the student will be referred to school administration, and implementation of consequences based on the student code of conduct will follow.
- **Level III:** Level III discipline is used for major acts of misconduct or repeat level II infractions which interfere with the good order of the school. This misconduct includes, but is not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.

Academic and Behavioral Violations	Consequences
<p>Level I: Examples of violations include, but are not limited to, minor misuse of classroom tools, refusal to comply with classroom or GaCR rules, or displaying a lack of academic dishonesty.</p>	<ul style="list-style-type: none"> ● Notification sent to local school. ● Notification sent to parent/guardian. ● Restarting the entire course if it is found that student completed post-tests and/or final exam at home
<p>Level II: Examples of violations include, but are not limited to, repeat level I offenses, bullying, or major misuse of classroom tools.</p>	<ul style="list-style-type: none"> ● Notification sent to the local school. ● Notification sent to parent/guardian. ● The local school shall administer disciplinary action for the second offense in accordance with its local policy. ● The student may not enroll in additional courses in the same semester but is eligible for enrollment in future semesters.
<p>Level III: Examples of violations include, but are not limited to, substantial or repeat level II offenses, threatening physical assault to someone, terroristic threats, or any substantial misconduct that the Supervisor of Credit Recovery believes will affect the orderly operation of the program.</p>	<ul style="list-style-type: none"> ● Notification sent to the local school. ● Notification sent to parent/guardian. ● The local school shall administer disciplinary action for the third offense in accordance with its local policy. ● The student will be withdrawn from all current GaCR enrollments, and is not eligible for enrollment in future semester.