Success Academy Operations Guide

2023-2024

HCS
Horry County Schools

335 Four Mile Road
P.O. Box 260005
Conway, SC 29528
Phone 843 488-6700

Success Academy Overview

Success Academy is a program designed in partnership with Horry County Schools to expand the access of challenging curricula through the delivery of high quality online course curriculum. Success Academy is the approved online credit recovery program for the district. This manual assures that all parties are aware of their roles in assisting students to succeed when participating in online learning options through Horry County Schools.

HCS Success Academy Contacts

The Success Academy program falls within the Department of Learning Services at Horry County Schools.

Learning Services Contacts:

Chief Academic Officer	Boone Myrick
	843 488-6764
	BMyrick@horrycountyschools.net
Executive Director Secondary	April Scott
	843 488-6908
	AScott@horrycountyschools.net
Director of Professional Development & Standards	Samantha Coy
	843 488-6951
	Scoy@horrycountyschools.net

Success Academy Contacts:

Placement and Guidance	Jennifer Jordan
	843 488-6710
	JJordan@horrycountyschools.net

Curriculum	Lindsey Reynolds 843 488-6832 LReynolds@horrycountyschools.net
Technical	Ebony Livingston 843 488-6706 ELivingston@horrycountyschools.net
Edgenuity	Amy Webster 843 488-7143 Awebster@horrycountyschools.net

Credit Recovery Definition and Eligibility

Definition

Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously failed to master content or skills required to receive credit. The term "Credit Recovery" refers to a block of instruction that is less than the entirety of the course. Credit Recovery targets specific components or a subset of the standards to address deficiencies necessary for student proficiency in the overall course.

Schools must follow all requirements for Credit Recovery as outlined in the South Carolina Uniform Grading Policy.

https://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy/

Credit Recovery Eligibility and Enrollment Guidelines

Eligible students are allowed to enroll in HCS Success Academy for credit recovery if they meet the following eligibility 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 Success Academy 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 Success Academy 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 <u>required</u> 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 II, 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 <u>NOT</u> 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.

What Makes a Successful Credit Recovery Student?

- **Active in the course**

  Success Academy requires the student to actively listen to the entire video lesson.
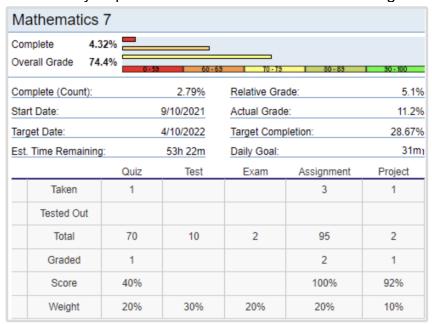
- **Prepared**

  Success Academy requires earbuds or headphones, and the assigned laptop each day.

- **Independent**

  Success Academy is an independent activity.

- **Organized**

  Success Academy requires the student to adhere to the assignment calendar.

Mathematics 7					
Complete	4.32%				
Overall Grade	74.4%				

Complete (Count):	2.79%	Relative Grade:			5.1%
Start Date:	9/10/2021	Actual Grade:			11.2%
Target Date:	4/10/2022	Target Completion:			28.67%
Est. Time Remaining:	53h 22m	Daily Goal:			31m

	Quiz	Test	Exam	Assignment	Project
Taken	1			3	1
Tested Out					
Total	70	10	2	95	2
Graded	1			2	1
Score	40%			100%	92%
Weight	20%	30%	20%	20%	10%

Academic Integrity Policy

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

HCS Success Academy 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 Success Academy provides an online collaborative learning environment that promotes academic integrity. HCS Success Academy 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. Our belief is that by fostering honesty and responsibility, we are empowering students to be good citizens and custodians of learning. The HCS Success Academy expectations below reflect this commitment.

Academic Integrity Policy

Prior to enrollment in any course offered through HCS Success Academy, 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.

Consequences for Student Violations

If a student is determined to be in violation of the HCS Success Academy 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 Success Academy with a failing grade.			x
Student disqualification from academic honor Societies.			x
Student prohibited from enrolling in future HCS Success Academy courses.			x

Enrollment process for Success Academy

Horry County high school counselors will meet with students and parents/guardians who are interested in taking a credit recovery course to ensure students are a good match for the online learning environment. The school counselor will ensure the student is being registered for appropriate courses, and carefully review student transcripts to ensure progress towards on-time graduation.

The school counselors are responsible for the following steps in the enrollment process:

- Obtain a completed Course Request Agreement form. The Course Request Agreement form must be complete and secured, then given to the Lead School Counselor prior to enrollment or submitting requests for enrollment to the Success Academy Site Coordinator. The school counselor will also inform students, parents/guardians about NCAA requirements prior to enrollment in any online course.

- 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 this operations guide. Students should NOT be enrolled in more than two (2) Success Academy courses simultaneously without prior approval from the principal, and the Executive Director of Secondary Education at the district office.

- Complete a Success Academy Course Enrollment form listing each course the student should be enrolled in and submit the completed form to the Lead School Counselor for approval. The form should then be given 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 is responsible for the following steps in the enrollment process:

- Add the student to the specified courses in the Success Academy program using the Success Academy Course Enrollment form and then complete the bottom half of the form. Once the form is complete, make four copies of the form, one for the Site Facilitator, one for the Teacher of Record, one for the student's school counselor and one for the Lead Counselor.

Additional instructions and explanation of the Teacher of Record are found in this Operations Guide

Personnel Responsibilities
for Success Academy

The District Office will…

- 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 Schools students.

- provide in-service training to in-school facilitators in the district when Success Academy students are taking classes during the school day or from school-based facilities.

- provide training and awareness programs to meet the needs of the school leadership and appropriate staff (counselors).

- develop and implement policy that includes rules, regulations and processes for Success Academy

- provide schools with information regarding course registration processes and any funding implications.

- review overall student and course progress information.

Personnel Responsibilities
for Success Academy

School Administration will...

- Be responsible for implementation of Success Academy, and designate a Success Academy Site Coordinator.

- Assign highly qualified Teachers of Record from specific content areas, and to staff Success Academy labs as facilitators.

- Collaborate with the school administrative team to create a flexible master schedule with opportunities for student movement.

- Designate counselors 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.

- Verify that final grades are recorded accurately on student transcripts.

- Ensure compliance with guidelines and policies for Success Academy.

- Provide training opportunities to staff.

- Review a school-wide report provided by the Success Academy Facilitator detailing individual student progress for students enrolled in Success Academy courses (to be conducted every two weeks).

Personnel Responsibilities
for Success Academy

Lead School Counselor will...

- Recommend students for Success Academy based on teacher consultation, graduation requirements and established district procedures for Success Academy.

- Work with other school counselors in the department to ensure students are recommended for credit recovery courses based on teacher consultation, graduation requirements, and established district procedures for Success Academy.

- Secure and maintain a Success Academy Parent Agreement Form prior to enrollment in online courses, which is found in the appendix of this manual.

- Communicate with the Success Academy Site Coordinator and Site Facilitator to ensure proper student course placement.

- Communicate Success Academy expectations, guidelines and procedures to students, parents/guardians, classroom facilitators, site coordinators, administrators, teachers of record, and any other school employees working with online courses (including homebound situations and special education accommodations), as appropriate and follow protocol accordingly.

- Ensure that PowerSchool schedules and grading practices are consistent with procedures outlined in this document.

- Ensure students and parents/guardians have been notified of NCAA guidelines, check that appropriate courses have been added to the student schedule in PowerSchool and complete the enrollment form by signing (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 school counseling department).

Personnel Responsibilities
for Success Academy

The School Counselor will...

- Secure and maintain signed Success Academy Parent Agreement Form prior to enrollment in online courses. (found in the appendix)

- Complete the Success Academy Enrollment Form and add the correct courses to the student schedule in PowerSchool. Maintain a copy of the enrollment form and send the original to the Lead School Counselor.

- Communicate Success Academy expectations and NCAA guidelines, to 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.

- Collaborate with the school administrative team to create a flexible master schedule.

- Monitor student grades, attendance, progress, or inactivity and communicate with students, parents/guardians, classroom facilitators, site coordinators, administrators, teachers of record, 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.

- Communicate with the Success Academy Site coordinator to ensure accurate grades and comments have been entered into PowerSchool at each grading period following the PowerSchool procedures included in this document.

Personnel Responsibilities
for Success Academy

Success Academy Site Coordinator will…

- Communicate with students, parents/guardians, classroom facilitators, administrators, and other school employees (including homebound situations and special education accommodations), as appropriate and within HIPPA/FERPA regulations, concerning student progress or inactivity.

- Add the courses to the student's Edgenuity account which were approved by the Lead School Counselor on the approved course request form. (A copy of this form must be kept by the Success Academy site coordinator and the Counseling Department)

- Assign students in the same courses to the same classroom facilitator. Notify Administration that aTeacher of Record needs to be assigned to students.

- Ensure integrity by monitoring when assessments are available to individual students.

- Serve as the school level expert and trainer in using Success Academy.

- Serve as the liaison between the classroom facilitator and teachers of record as needed.

- Maintain clean, accurate records by working with the classroom facilitator in monitoring reports.

- Review weekly reports from Success Academy classroom facilitators and work with stakeholders to resolve issues. Contact school administration, school counseling department, and Success Academy personnel as appropriate.

Personnel Responsibilities
for Success Academy

Success Academy Site Facilitator

Once the student is enrolled in a course, the facilitator will…

- Work directly with the student to provide encouragement, and monitor progress.

- Prepare substitute plans in case of illness, power outage, or network outage.

- Provide a student-centered learning experience to participants in the learning program.

- Communicate with parents, school counselors, teachers of record, and school administrators regarding student progress.

- Assist the Success Academy Site Coordinator with teacher training and support for Success Academy.

- Take attendance in PowerSchool daily.

- Supervise student activities and behavior.

- Distribute and collect documents.

- Communicate with the Site Coordinator on a regular basis.

Personnel Responsibilities
for Success Academy

Teacher of Record

Each Credit Recovery course will have a teacher of record who has a South Carolina teacher certification in the content area of the credit recovery course.

- Provide support in the certified content area for the Site Facilitator, student, and parents/guardians as needed. This will include a minimum of one documented contact per week. (In Person, email, video chat, or phone) between the student and teacher while the student is actively working in the course. This is a critical component for the success of the student and Success Academy.

- The Teacher of Record will be responsible for entering the final grade in PowerSchool.

Classroom Facilitation Requirements

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.
- Organize a system for collecting all cell phones from all students during the class block. Phones may be returned at the end of the block. This helps to ensure academic integrity of the program.
- 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 5th 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:

- Explain classroom policies and procedures including the process of turning in cell phones at the beginning of the block and returning to students at the end of the block.
- Watch the orientation video with students. Use the following link to display the video.

  https://players.brightcove.net/2827488281001/36YQXudC9_default/index.html?videoId=5978276525001

- Explain your Motivational Support System (examples could include, Student Wall of Fame, Announcements,
- **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. No cell phones are to be allowed in the Success Academy classroom.**
- 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.
- Locking and unlocking student assessments can be found here:

  https://help.imagineedgenuity.com/hc/en-us/sections/5680407989271-Assessments

Classroom Facilitation Requirements

Mastery-Based Learning

Students must achieve a minimum of 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 is required to review content again for that lesson. The teacher must not reset a quiz or test more than one time.

> ***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.

https://help.imagineedgenuity.com/hc/en-us/articles/360043034354-Assessing-student-progress

Course Completion

Success Academy Site Coordinators are responsible for ensuring the following protocols are communicated to facilitators, administration, school counselors, and data quality clerks. **It is imperative that you follow these steps to ensure accurate reporting for you and your school.**

- Success Academy Classroom Facilitators, along with Success Academy Site Coordinators should ensure that all legitimately completed enrollments have Final Grades entered in PowerSchool.
- Generate the student grade report in the Success Academy system.
- Review the student's "Relative Grade" to determine if it is 60 or greater.
- If a student passes the credit recovery course with a "RELATIVE" grade of 60 or higher, the passing grade is entered as "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 and transcribed to the numerical grade value of 0 as indicated by the grade scale chart.

- This P or NP should be entered immediately upon course completion into the PowerSchool grade book. Do not wait until grades are due to enter the completed grade in PowerSchool.

Once the grades are captured and completed in PowerSchool the enrollments must be completed or disabled in the Success Academy System, Edgenuity.

- The Success Academy Site Coordinator will access each individual Success Academy student account from the semester and:

Complete the Course
(The student completed the course without regard of passing or failing.)
OR
Disable the Course
(The student did not complete the course.)

Course Completion

Academic Records

Interim and nine-week grades for Success Academy 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 the school counselor to inform students/parents SC Uniform Grading Policy.

Final credit recovery course grades must be recorded in the appropriate PowerSchool gradebook by the teacher of record upon completion and counselors must ensure completed course grades are posted accurately to the high school transcript.

HCS Virtual Withdrawal/Drop Policy

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

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

Credit Recovery

All credit recovery courses must have a teacher of record who is certified in the content area. The school counselor, site coordinator, or site facilitator, cannot be the teacher of record unless they are certified in the content of the credit recovery enrollment.

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

Attendance "Place Holder"

School Counselors or Data Quality Clerks should enter the following information into PS when scheduling the attendance placeholder section.

The HCS online credit recovery course should be scheduled in the master schedule. This "placeholder" course, titled "HCS Online Credit Recovery (0899Z200)" will be utilized for students taking credit recovery courses. The number of sections for each course will depend on the number of periods needed to schedule students. Each section created 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."

PowerSchool Procedures

Please use the following section titles…

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 schedule.

3. Each section(s) for the HCS online 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 for a credit recovery place holder section course, the course should be assigned to the site facilitator for attendance purposes. Since the credit recovery placeholder course will not receive a grade, the facilitating teacher must enter a general comment in his/her PowerTeacher grade book indicating that this placeholder 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.

Credit Recovery "Actual" Course Schedule

1. Using schedule periods which exist outside the period range of the regular school day (e.g., using 5th period when the school's regular school day consists of 4 periods) section(s) for "actual" credit recovery course(s) will also be created. Students will be scheduled into the appropriate 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.

2. As stipulated in the SC Uniform Grading Policy, 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.

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

PowerSchool Procedures

Course Provider	Instructional Type
Course is provided by Success Academy and is Credit Recovery	E: Online Out-of-State
Course is provided by Success Academy and in initial credit. Very strict guidelines are in place for offering initial credit 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

4. Each section will be marked by schools to "Exclude from Attendance". Attendance will NOT be taken for the scheduled period of the "actual" credit recovery 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 credit recovery course for English 2, a section must be created in a period outside of the school day using the correct credit recovery English 2 course number. If a school has a regular 8 period day schedule and 9th 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. 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. Students will be rescheduled for the 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.

PowerSchool Procedures

Grading Requirements

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

IMPORTANT!!! In the grade book, the credit recovery course will need only one assignment within the current quarter field. This grade will be 100% of the grade. Only a final grade will be entered in this assignment, Assignment entries must follow designated dates for the term.

Contacts for questions for 2023-2024 are:

Mr. Ben Hardee - Course Numbers
Ms. Kelly Gurney - PowerSchool
Ms. Jennifer Jordan - Online Learning

Horry County Schools
Content Recovery

Content Recovery Option for Classroom Teachers

In addition to providing whole unit recovery, HCS Virtual also provides classroom teachers with a digital curriculum to support 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 at the beginning of each semester, prior to the submission of quarter grades.

Classroom teachers should either consult the Success Academy course outlines, or request access to preview 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 Success Academy that appropriate use of Content Recovery could prevent student course failure and decrease the need for students 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 the Quarter Grade Replacement Option should also make sure that they consider the following important points in their utilization of this resource for their students.

Horry County Schools
Content Recovery

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 quarter, per course, as determined by the teacher.

Horry County Schools
Content Recovery

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 or 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 to 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 a Horry County Virtual School course 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/ and the HCS Virtual Academic Integrity Policy. I completely understand that HCS Virtual expects a full commitment to the 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/or course inactivity for more than 7 days could lead to me be being administratively dropped from my course, possibly with a grade penalty and no opportunity for reenrollment.

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 understand I may be asked to take my exams 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 Course Request Agreement pg. 1 of 2

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 the possibility of students taking their exams in a proctored environment or completing a project-based exam. Our belief is that by fostering honesty and responsibility, we are empoweringstudents 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

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	*Check appropriate course type:* ☐ Credit Recovery
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 form 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.

Edgenuity Quick Login
PDL Support

Students

User Name: District Google Email address
(jerrysmith@g.horrycountyschools.net)

Password: Network Password

Edgenuity Quick Login
PDL Support

Students

User Name: District Google Email address
(jerrysmith@g.horrycountyschools.net)

Password: Network Password

Edgenuity Quick Login
PDL Support

Students

User Name: District Google Email address
(jerrysmith@g.horrycountyschools.net)

Password: Network Password

Edgenuity Quick Login
PDL Support

Students

User Name: District Google Email address
(jerrysmith@g.horrycountyschools.net)

Password: Network Password

Edgenuity Quick Login
Success Academy (Credit Recovery)

Students

User Name: District User Name appended
with SA.   (jerrysmithSA)

Password: Network Password

Edgenuity Quick Login
Success Academy (Credit Recovery)

Students

User Name: District User Name appended
with SA.   (jerrysmithSA)

Password: Network Password

Edgenuity Quick Login
Success Academy (Credit Recovery)

Students

User Name: District User Name appended
with SA.   (jerrysmithSA)

Password: Network Password

Edgenuity Quick Login
Success Academy (Credit Recovery)

Students

User Name: District User Name appended
with SA.   (jerrysmithSA)

Password: Network Password

HCS Success Academy
Student Goal Sheet

GOAL SETTING INSTRUCTIONS
Complete this sheet to set and track your goals and progress.

"I set and meet my own goals!"

Student Name _____ Date _____

Edgenuity Course(s) _____ Teacher _____

My goal(s) for this course is/are _____

Total Time per Week ____ Grade % Earned ____ # of Lessons Completed per Week ____

STUDENT PROGRESS MONITORING
Using your self-monitoring tools, analyze your Attendance Report, Progress Overview, and Course Report. Record the information in the chart below.

WEEK	TOTAL TIME ACTIVE	TOTAL # OF LESSONS	GRADE % (Overall, Actual, Relative)

STUDENT-TEACHER CONFERENCE
Meet with your teacher and check progress toward your goals.

Date _____ Student Initials ____ Teacher Initials ____ Comments _____

Date _____ Student Initials ____ Teacher Initials ____ Comments _____

Date _____ Student Initials ____ Teacher Initials ____ Comments _____

Success Academy
Horry County Schools
335 Four Mile Rd.
PO Box 260005
Conway, SC 29528
Phone 84m3.488.6700

Success Academy Operations Guide
for Horry County Schools